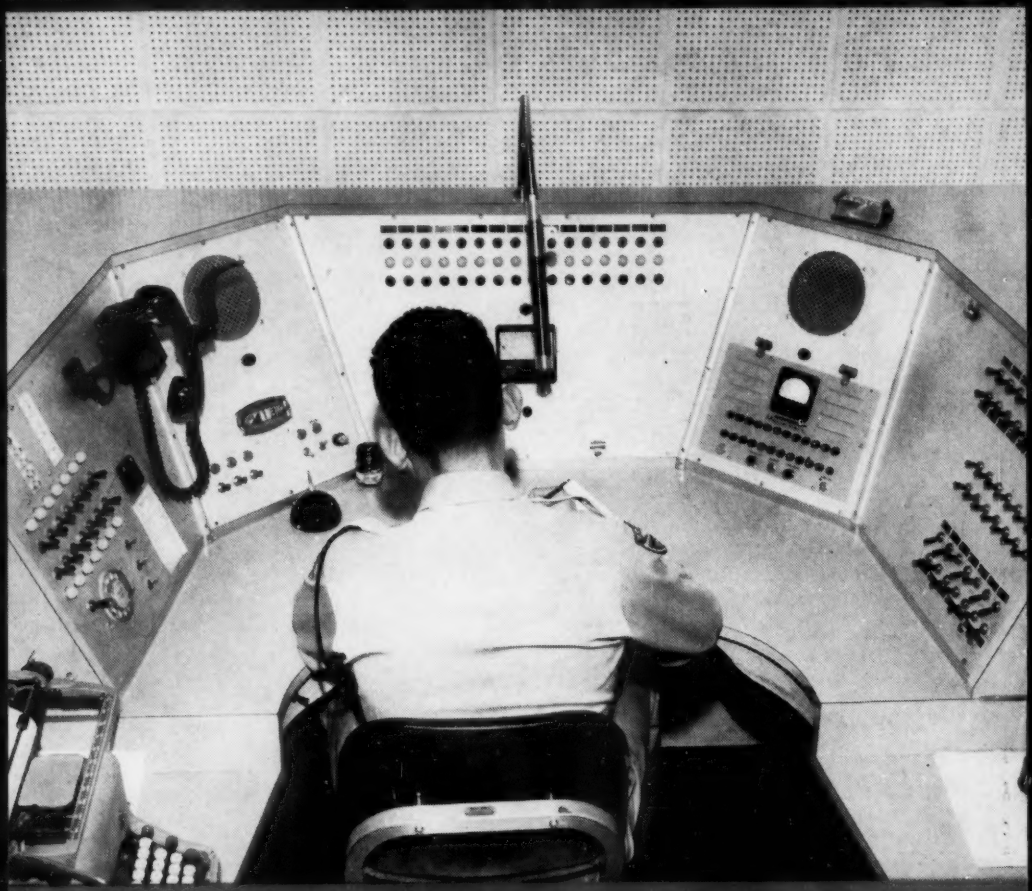
November 1959

The Office

Magazine of Management · Equipment · Methods



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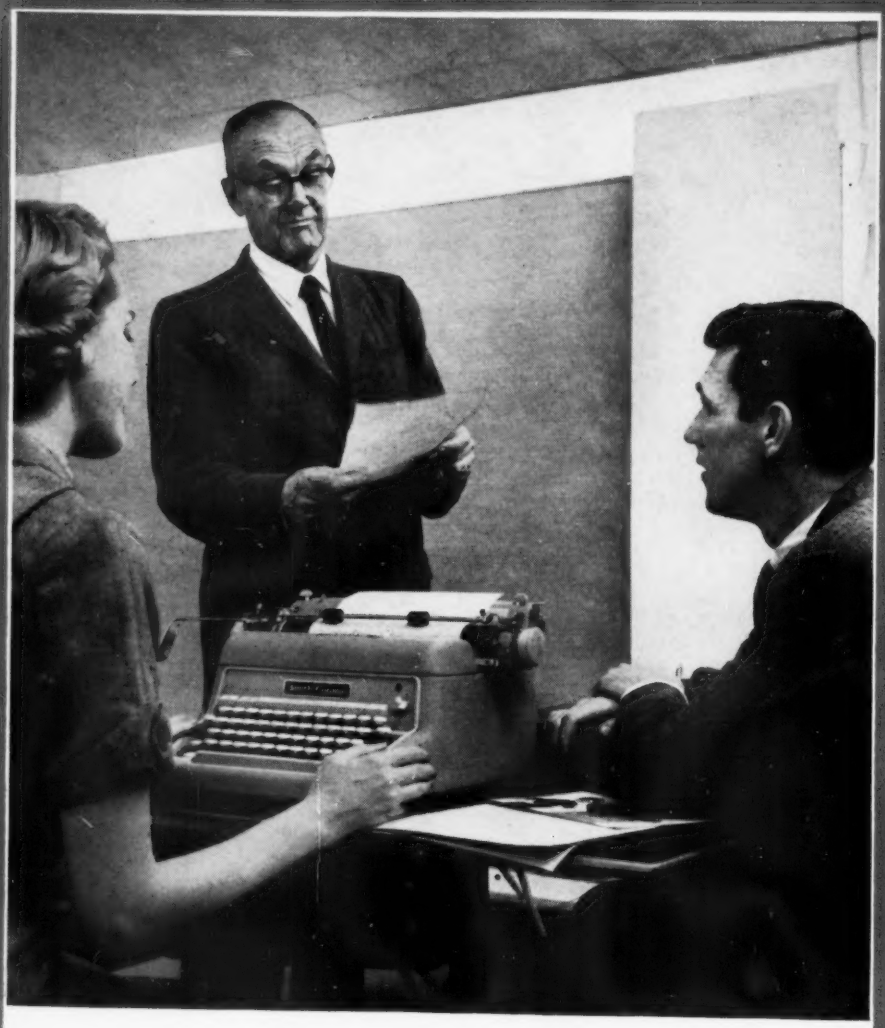

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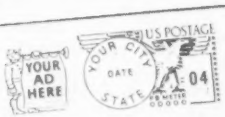

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Additional Information. This is just one example of the versatility of Teletype equipment, with its many built-in controls. For more information about Teletype equipment and how it is helping to speed communications and streamline paperwork routines, write to Teletype Corporation, Dept. 32L, 4100 Fullerton Avenue, Chicago 39, Illinois.

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For More Information Circle No. 326

The Office
Magazine of Management · Equipment · Methods

NOVEMBER, 1959
VOL. 50, NO. 5

A Sales Representatives' Expense Payment System 12
Because this system provides quick reimbursement for the salesman, he is more careful about his expense reports. Accounting personnel like it because the chances of error are reduced. JOSEPH J. KEENAN

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Particularly adaptable to smaller plants, this method gives the plant engineer all the facts he needs to keep machine costs under constant scrutiny.

A Tabulating Card System for Indexing Production Machines 79
The file itself was reduced from 250,000 to 32,000 cards. The cost of maintaining it was reduced from $5000 a year to $800. The cost of each search was reduced from $600 to $25. GEORGE CLAYTON FIELD

Machine Allows Same Personnel to Process Much Larger Payrolls 87
With an accounting machine, they now handle 525 paychecks a week and 70 a month in less time than it used to take for 300 checks. Overtime has been eliminated in the payroll department, and so have mistakes.

File System for Busy Doctors 90
The modern medical center is a far cry from the old-fashioned general practitioner's office in every way—including the clerical methods.

Teletype and Duplicator Save Rewriting Sales-Service Orders 91
Order writing is divided between two departments, yet a one-writing system was designed for all operations in both departments and customers benefit with faster service. THOMAS R. THOMPSON

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Since it was introduced in 1955 as a selective enforcement operation to stem the mounting tide of auto accidents, Arizona's system has been hailed as one of the best in the nation. HENRY F. UNGER

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The 180° Turn 142
After once ignoring systems men, management has done an about-face. Now it's thought wiser to teach a systems man about computers than try to teach systems to a technician. LESLIE H. MATTHIES

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How to Get Better Sales Statistics with Data Processing Machines 146
Show your salesmen how modern data equipment can help them make more money by giving them the facts that will help them make more sales. RAYMOND DREYFACK

Controlling Absenteeism 160
How much does each absence cost your company? Here are a variety of methods which are being used to assure a higher percentage of the office staff coming to work every day. HAROLD S. SHARP

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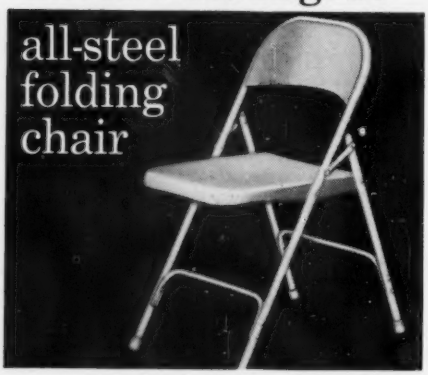
CIRCULATION OF THIS ISSUE OVER 53,000

two-ton circus star can't harm the world's strongest



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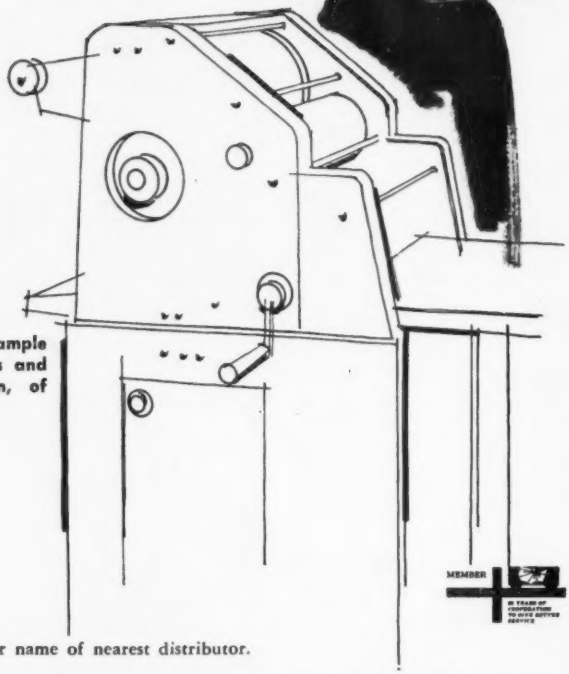

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For More Information Circle No. 288

The Office PRODUCT INDEX

This index, prepared for your convenience, lists the products and services advertised in this issue. Refer to pages listed for information on each. Further details can be had by writing manufacturer direct, or by use of reader inquiry card.

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MODEL 1553

MODEL 15C-22

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For More Information Circle No. 315

A Sales Representatives' Expense Payment System

JOSEPH J. KEENAN, Project Manager, Financial Control Div., CIBA Pharmaceutical Products, Inc., Summit, N. J.

FROM A SALESMAN'S viewpoint, any paperwork takes too much time when he is waiting to be paid. On the other hand, the accountant (who may not be too sympathetic) is concerned about control. The adequate procedure will be found somewhere between these two points of view. We at CIBA feel that our method for reimbursement of expenses and payment of travel advances is quick for the salesman, and safe and efficient from the viewpoint of our home office.

CIBA's sales representatives receive flat-rate expense payments, computed as the probable expense the men will incur in the normal coverage of their individual territories. The per diem disbursement is made by the home office twice a month by check. Many times during the year, representatives are required to attend special meetings or conferences that are not provided for in their per diem allowances. In these cases, expense accounts are submitted for approval and reimbursement.

To prepare for a trip, it may be necessary for the representative to get a temporary travel advance for transportation and hotel charges. When the trip has been concluded, his expense report is used to settle the advance and

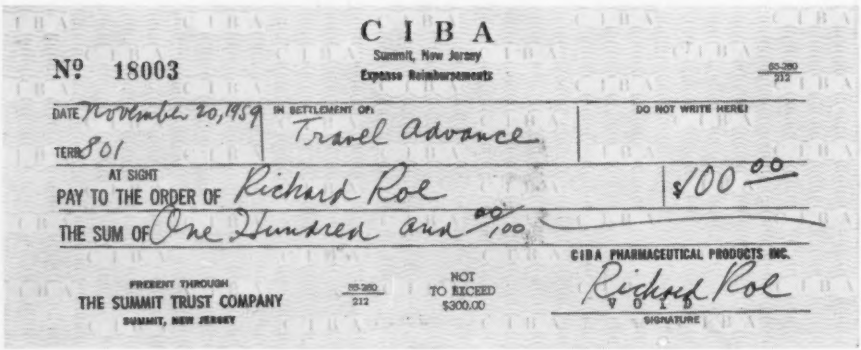

CIBA
Summit, New Jersey
Expense Reimbursements
65-280
212
Nº 18003
DATE November 20, 1959
IN SETTLEMENT OF: Travel Advance
DO NOT WRITE HERE!
TERR 801
AT SIGHT
PAY TO THE ORDER OF Richard Roe
$100.00
THE SUM OF One Hundred and 00/100
CIBA PHARMACEUTICAL PRODUCTS INC.
PRESENT THROUGH
THE SUMMIT TRUST COMPANY
SUMMIT, NEW JERSEY
65-280
212
NOT TO EXCEED $300.00
VOID
Richard Roe
SIGNATURE

Fig. 1. This sight draft is printed on the face of an envelope into which the salesman encloses the supporting expense documents.

C I B A
SUMMIT, NEW JERSEY

TRAVEL ADVANCE AUTHORIZATION

To: Richard Roe Territory 801 Date Nov. 12, 1959

You may use this authorization to draw a sight draft for a travel advance for the meeting checked below. If you do not need an advance, please destroy this authorization.

- [ ] Indoctrinal Training Class
- [ ] Convention
- [ ] District Meeting
- [ ] Advance Training Class
- [ ] CIBA Afield Meeting
- [x] Division Meeting
- [ ] Other _____

Dates of Meeting Dec. 1-4, 1959 Location of Meeting Millbrae Maximum Amount of Advance $ 100.00

TRAVEL ADVANCES

INSTRUCTIONS

1. Before separating the copies of this form, enter the amount and number of the draft you are going to use here _____
2. Detach the original (white) copy of this authorization and enclose it in the draft before depositing it
3. Hold second copy (blue) for use in settlement of your expense report. Third copy (pink) is provided for your personal use

A. Draft No. 18003
B. Amount $100.00

DO NOT WRITE HERE!

SETTLEMENT OF EXPENSES

1. Second copy (blue) is to be completed and forwarded to your District Manager for approval. The report will be sent by your District Manager to the Division Manager for approval

NOTE: Your District Manager will compute the deduction you are to make from your expenses because of per diem payments you have received for the time you have been off territory

2. Your approved expense report will be returned to you by your Division Manager:

If money is due you - You may use a draft, enclosing the approved expense report, to reimburse yourself

If money is due CIBA - Your check for the amount due is to be mailed to Summit with the approved expense report

FOR USE OF DISTRICT MANAGER!

Representatives Per Diem Allowance $ 6.00
No. of Days Off Territory x 4
Amount to be Deducted $24.00

ALL EXPENSE REPORTS PRESENTED BY DRAFT ARE SUBJECT TO FINAL APPROVAL AT SUMMIT!

Authorization for advance

21090-X

Fig. 2. Part 1 of a three-part 8½" x 11" carbon interleaved form which is used for advancing travel money to salesmen. The procedure for this form's use appears above. (See page 14.)

DISTRICT MANAGER TO DEDUCT PER DIEM PAYMENTS AS COMPUTED ON OTHER SIDE.

CIBA PHARMACEUTICAL PRODUCTS INC.

EXPENSE REPORT

THIS REPORT TO BE SUBMITTED WITHIN THREE DAYS AFTER RETURN FROM TRIP WITH ALL SUPPORTING RECEIPTS.

NAME Richard Roe DIVISION Western TERRITORY 801 DATE Dec. 8, 1959

PURPOSE OF THE ACTIVITY Division Meeting

Day	Date	Itinerary	Transportation	Hotel	Breakfast	Lunch	Dinner	Laund Valet	Gratuities	Taxis	Tel & Tel	Postage	Other (If Fleet Expense, Itemize)		Totals	
Sun																
Mon																
Tues	12/1/59	Milbrae Calif	78.80	8.00	1.00	—	4.00		.90						92	70
Wed	12/2/59	"		8.00	1.25	—	4.25		.85						14	35
Thurs	12/3/59	"		8.00	1.40	—	3.90	1.00	1.15						15	45
Fri	12/4/59	"		8.00	1.20	—	4.10		.90						14	20
Sat																
TOTALS			78.80	32.00	4.85		16.25	1.00	3.80						136	70

WHERE ANY OF THESE EXPENSES INCURRED IN CONNECTION WITH ANY CIBA PRODUCT? ☐ NO ☐ YES - IF "YES" INDICATE PRODUCT AND AMOUNT UNDER "COMMENTS"

COMMENTS: *Full explanation of "other" (except Fleet Car) expenses to be recorded here:*

FOR USE OF ACCOUNTING DEPT

1 TOTAL EXPENSES INCURRED	136	70
2 LESS PER DIEM DEDUCTION	24	00
3 NET EXPENSE FOR ACTIVITY	112	70

EXPENSE SETTLEMENT

4 FUNDS ADVANCED *(See other side item B)*	100.00
5 NET EXPENSE FOR ACTIVITY *(Item 3 above)*	112.70
6 AMOUNT DUE ☐ CIBA *(Check to be enclosed)* OR ☑ EMPLOYEE *(Draft may be used for reimbursement)*	12.70

Employee's Signature Richard Roe

APPROVALS

District Manager

Division Manager

Sales Administration Summit, New Jersey

21091-X RV 858

TO BE COMPLETED IN INK

Fig. 3. This part of the form provides for reporting exact expenses and is sent with receipts to the district manager for approval and per diem deduction.

clear up any balance which is due either him or the company.

Since our field force is located throughout the country, it takes time to process travel advances or expense report payments. The same delay applies to the payment of any other type expense which the man might incur while on company business (repairs to the company's car, etc.).

The representative who suffers the delay which takes place while the "paperwork machine" turns out his check, thinks the home office enjoys seeing him do without his money. Actually, the office very often suffers as well since frequently a salesman neglects to settle the travel advance, or settles it for the incorrect amount.

To help overcome these problems, we installed a system which provides each representative with envelope-style sight drafts (Fig. 1). The draft is filled out by the man after the supporting documents for the expense are enclosed in it and is issued similarly to a check. The drafts are orders upon CIBA to pay certain amounts of money to the individual designated by the representative *after* acceptance. This takes place after the draft has been presented to CIBA for examination through the banking channels.

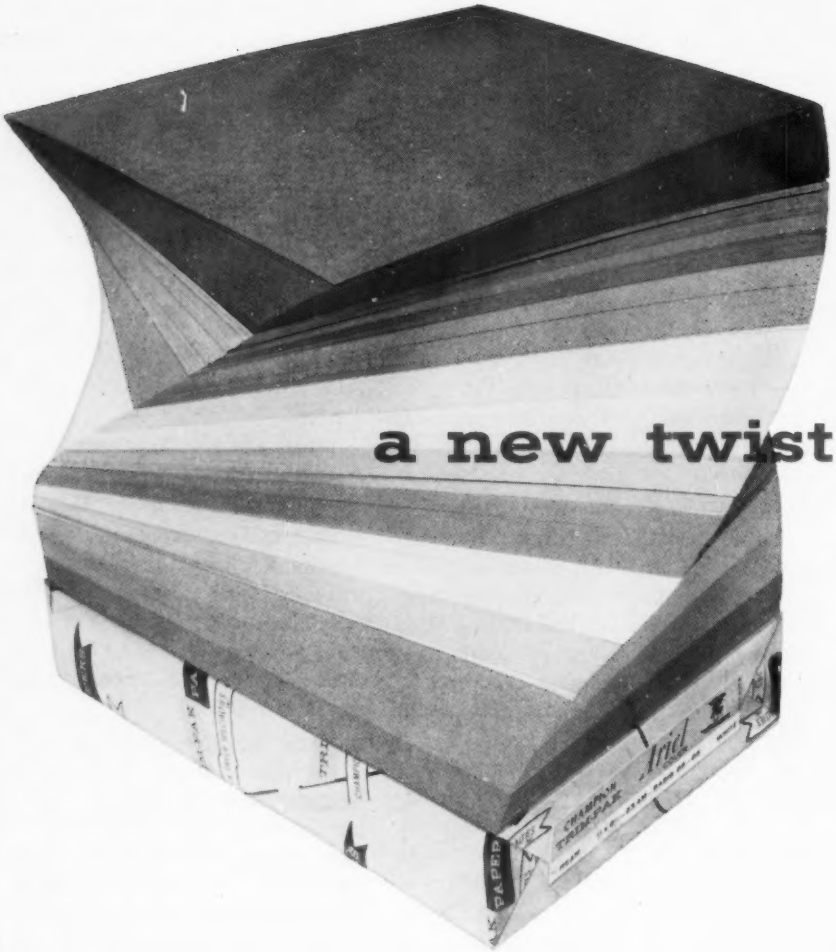
By this means, the representative can prepare a sight draft for an expense, payable to himself or to the party who has provided the service, enclose the supporting documents, and conclude the entire transaction in one step. The draft, which is then deposited by the payee in the bank, finds its way to CIBA-Summit for examination and acceptance.

This procedure eliminates waiting by the man in the field who is to be paid, and it also brings together into one place all the related papers concerned with the transaction. The drafts are also used to draw travel advances. This type of transaction starts when a three-part travel advance authorization form is prepared in Summit. The form authorizes the man to draw a draft in his own favor to cover his advance (Fig. 2). When the representative receives the authorization form, he follows the procedure (which is shown on the form) of enclosing the original copy in his draft and deposits the draft in his bank account.

When the trip has been completed, the representative uses the second copy of the form for his expense account settlement. The expense report form is imprinted on the reverse side of the travel advance authorization. This permits him to refer to the amount of his travel advance, and eliminates the chance of his neglecting or misstating travel advances.

Since the representative is receiving a flat rate payment each month, it is necessary for the district manager to deduct from the reimburseable expense that amount of money which the representative *has already received* with his semimonthly check. A box is provided on the expense report form for the calculation of the per diem deduction (Fig. 2). This calculation, which is used on the per diem rate that was entered on the form at Summit, is carried over to the approved expense report and deducted from the total expenses.

Figs. 2, 3 show a sample transaction in which a representative draws a travel



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Hamilton, Ohio
Subsidiary of The Champion Paper and Fibre Company

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TRIM-PAK

in impression papers

TRIM-PAK

Champion Papers now cut, packaged and ready to run!

It's a new twist in impression papers! It's TRIM-PAK—the most complete line of impression papers ever offered in cut sizes. Now you can get finishes, colors and grades never before available. These are genuine Champion papers in the most popular sizes, accurately trimmed, packaged, and ready to run on all types of duplicating equipment.

TRIM-PAK keeps clean and handy in its own moisture-proof packages; order just the number you need.

TRIM-PAK is ready to move smoothly and rapidly from your shelf, through your equipment and to your customers with a minimum of waste, a minimum of handling. Precision trimming on our new electronic trimmer means papers feed accurately, register better and stack easier. For better printability and greater readability, put your next job on TRIM-PAK. It's available now from your authorized TRIM-PAK merchant. For the complete TRIM-PAK story, fill out and mail the coupon below.

CHAMPION PAPER SPECIALTIES, INC.
HAMILTON, OHIO

H-72

☐ Please send samples of the new TRIM-PAK line of impression papers.

☐ Please have your representative call on me with the complete TRIM-PAK story.

Name _____

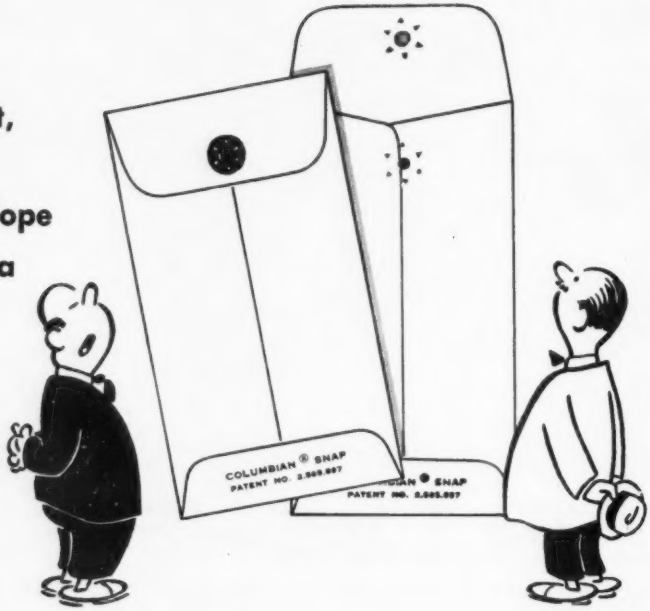
Company _____

Street _____

City _____ Zone _____ State _____

For More Information Circle No. 476

"That's right, George— it's an envelope made with a snap fastener."



Just lift the flap: "Click" — it's open! Now press the flap down: "Snap" — it's locked! You can do this over and over again . . . the snap fastener has a long *and useful* life!

How useful? For manufacturers of such things as drills, reamers and other small tools it's a natural. Such packaging woos dealers because it simplifies their problems in retailing a variety of small products.

There are countless other uses. For example, companies use the larger sizes to carry memos around the office. Contents are *locked safely* inside the envelopes while they travel from desk to desk. And the envelopes last a long time.

You'll find these Columbian Snap Fastener Envelopes to be only one of the many ideas for speeding operations, promoting efficiency and economy represented in the 70 envelope styles shown in the U.S.E. Envelope Selector Chart. To get a copy, free, just pin this ad to your letterhead and mail to Advertising and Sales Promotion Department.

O-8

UNITED STATES ENVELOPE COMPANY

Springfield 2, Massachusetts . . . Divisions from Coast to Coast. U.S.E. makes more envelopes for more people to use in more ways than any other manufacturer in the world. Also Paper Cups, Transparent Containers and Linweave Quality Papers and Envelopes.

For More Information Circle No. 332

advance for $100. He takes the original copy of the travel advance authorization, indicates the amount of the draft and draft number that he is going to use, and places the first copy of the authorization in the completed draft form. The draft is then endorsed by him and deposited. When his trip is completed, he completes his expense report form showing he incurred expenses of $136.70. Since he has been "off territory" four days, the district manager deducts four times $6 or $24 from the total expenses, leaving the representative with a net expense of $112.70.

An expense settlement block on the form (Fig. 3) allows the representative to recap, for his own guidance, the transaction in its entirety. As shown, the net expense exceeded the funds advanced for the trip by $12.70. When the expense report receives the necessary approvals of the district and division managers, the representative encloses it with the supporting receipts in another draft for reimbursement.

We have found that this system offers advantages in speed and control. Because the representative can get quick reimbursement, he is more careful about his expense reports and related documents. Integration of our travel advance and expense report form gives our accounting personnel a better grasp of the entire transaction, reducing the possibility of error. The system has been well received by both our sales people and accounting department and we feel we have a procedure involving money in which both the representative and accountant see eye-to-eye.

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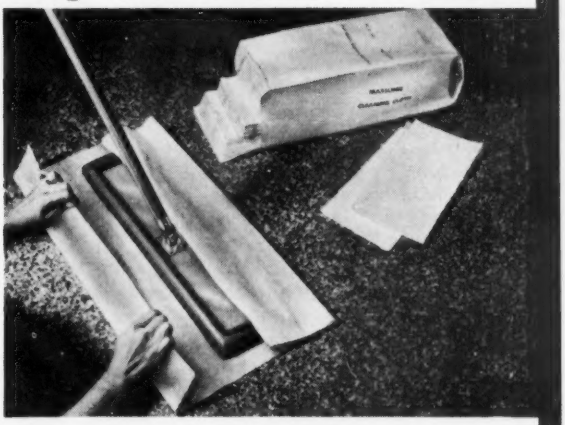
fire retardant
plus a germicide



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SEND FOR SAMPLES AND DETAILED INFORMATION CHICOPEE MILLS INC. • 47 WORTH ST., N.Y. 13, N.Y.

For More Information Circle No. 445

A Simple Costing System for Plant Machinery Maintenance

THIS SIMPLE, yet effective method, used in a manufacturing plant to cost machine maintenance jobs, results in current cost data per machine. Autographic registers and a five-part register form, plus a simple card record, are all that is required. The manufacturer, Moore Business Forms, Inc., found that machine maintenance costs were not always adequate for costing purposes due to the involved paperwork required. Henry Loewer, chief engineer, came up with the simplified method now used which gives adequate information on machine maintenance. The five-part continuous form is inserted in manually-written registers located in various departments. Each form is numbered for control and identification purposes.

The foreman or superintendent of the plant department requiring machine work are the only employees authorized to originate the request. When a machine requires maintenance, the foreman inspects the machine and prepares the request on the department's register. The form shows department name, machine number, whether capital construction or planned maintenance, project number, description of work required, and completion deadline. The form is distributed as follows:

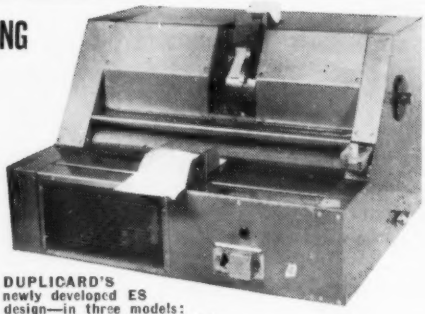
1st copy to plant engineer for scheduling the work if a normal job. (If an emergency, form is sent directly to the maintenance shop.)

THE NEWEST THING IN ADDRESSING

Simple and Fast

A Child Can Operate It.

Like all other Duplicard addressers, the ES models print addresses directly from 3″ by 5″ file-master cards, feeding and stacking the masters automatically. ES-22-Tab also addresses from standard 3¼″ x 7⅜″ tabulating cards (IBM, Remington Rand, etc.).



DUPLICARD'S newly developed ES design—in three models: ES-14, ES-22 and ES-22-Tab.

These new models handle almost any kind of mailing piece (including coated paper) from 4″ to 12″ long and from a sheet of 20-lb. paper (as, for instance, a billhead or ledger sheet) to a magazine or catalogue up to about 5/32″ thick.

Write for illustrated catalogue.

DUPLICARD ADDRESSING MACHINES CO.

1010 East Chestnut Santa Ana, Calif.

For More Information Circle No. 149

For More Information Circle No. 291→

To give yourself a helping hand
Use tapes by "Scotch"—the thrifty brand!

Time-saving, money-saving tapes simplify dozens of jobs in every office.
Let us show you how with a free "Tape Survey." Send the coupon today!

"SCOTCH" AND THE PLAID DESIGN ARE REGISTERED TRADEMARKS FOR THE PRESSURE-SENSITIVE ADHESIVE TAPES OF 3M CO., ST. PAUL 6, MINN. EXPORT: 99 PARK AVE., NEW YORK 16. CANADA: LONDON, ONTARIO.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

3M COMPANY, ST. PAUL 6, MINNESOTA

Please send me FREE booklet illustrating time and cost-saving uses of "SCOTCH" BRAND Tapes.

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COMPANY _____

ADDRESS _____

CITY _____ ZONE _____ STATE _____

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The A. C. Gilbert Company
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A. C. Gilbert Co. has used Traveletter for over 40 years

"Both our Sales and our Accounting Divisions have been very pleased with *Traveletters*. The Sales Division likes them because they provide ready cash at all times for the men on the road without the risks of carrying large amounts of cash. It saves time and money through avoiding costly emergencies that might require wiring money. Our Accounting Department likes them because they minimize the amount of cash advances required for a salesman, eliminate the risk of loss or theft and give very good control over salesmen's expenses. The proof that we like them is that we have used *Traveletter* for over 40 years."

Traveletter®

. . . system for handling and controlling travel expenses . . . since 1894

Descriptive Brochure on Request

The *Traveletter* System® reduces cash advances, saves accounting time and lost orders, builds morale of salesmen.

Used by companies employing from 1 to 1,000 travelers, including United Aircraft Corporation, Western Electric Co., and many others.

"Traveletter", Reg. U. S. Pat. Off.

TRAVELETTER CORPORATION • GREENWICH 3, CONNECTICUT

For More Information Circle No. 310

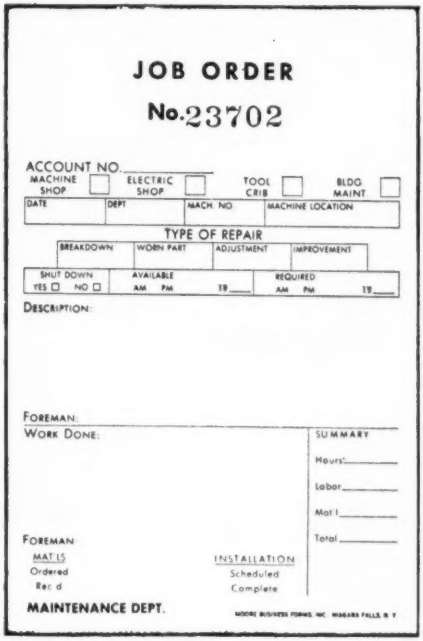
2nd copy to cost department for computing costs and cost records.

3rd copy also goes to cost department.

4th copy to operating superintendent to keep him posted on maintenance work to be done.

5th copy remains with foreman originating request and is used for follow-up.

The plant engineer reviews the job order, checks the materials required and orders materials not on hand. He also schedules shipments into the machine shop, electric shop, maintenance shop, or tool crib, of any materials needed. Thus, after using his copy for purchasing and scheduling purposes, it is sent



JOB ORDER

No. 23702

ACCOUNT NO. _____

MACHINE SHOP ☐ ELECTRIC SHOP ☐ TOOL CRIB ☐ BLDG. MAINT. ☐

DATE	DEPT	MACH. NO.	MACHINE LOCATION

TYPE OF REPAIR

BREAKDOWN	WORN PART	ADJUSTMENT	IMPROVEMENT

SHUT DOWN	AVAILABLE	REQUIRED
YES ☐ NO ☐	AM PM TY____	AM PM TY____

DESCRIPTION:

FOREMAN:

WORK DONE:

SUMMARY

Hours: _____

Labor _____

Mat'l _____

Total _____

FOREMAN

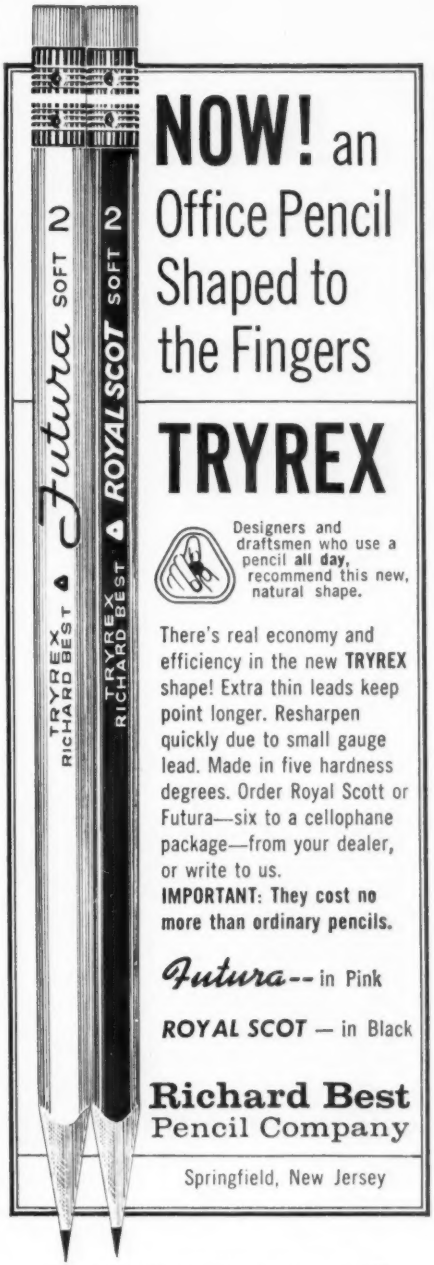
MAT'LS Ordered Rec'd

INSTALLATION Scheduled Complete

MAINTENANCE DEPT.

MOORE BUSINESS FORMS, INC. NIAGARA FALLS, N. Y.

Original of the five-part register form which is used to order maintenance work on a factory machine.



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Designers and draftsmen who use a pencil **all day**, recommend this new, natural shape.

There's real economy and efficiency in the new **TRYREX** shape! Extra thin leads keep point longer. Resharpen quickly due to small gauge lead. Made in five hardness degrees. Order Royal Scott or Futura—six to a cellophane package—from your dealer, or write to us.

IMPORTANT: They cost no more than ordinary pencils.

Futura-- in Pink

ROYAL SCOT — in Black

Richard Best Pencil Company

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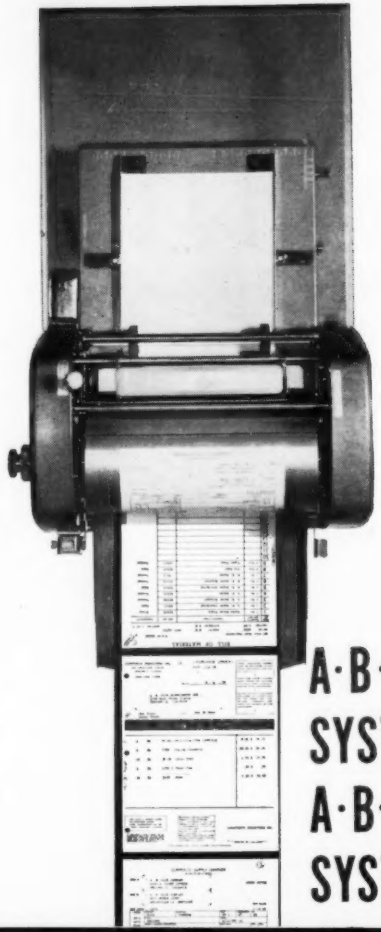

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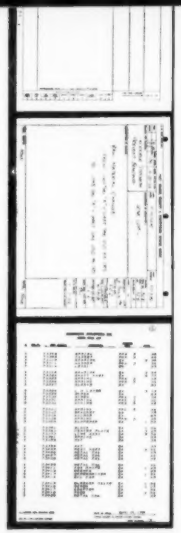

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Please send full information about the new A. B. Dick Azograph duplicator.

Name _____

Position _____ *Company* _____

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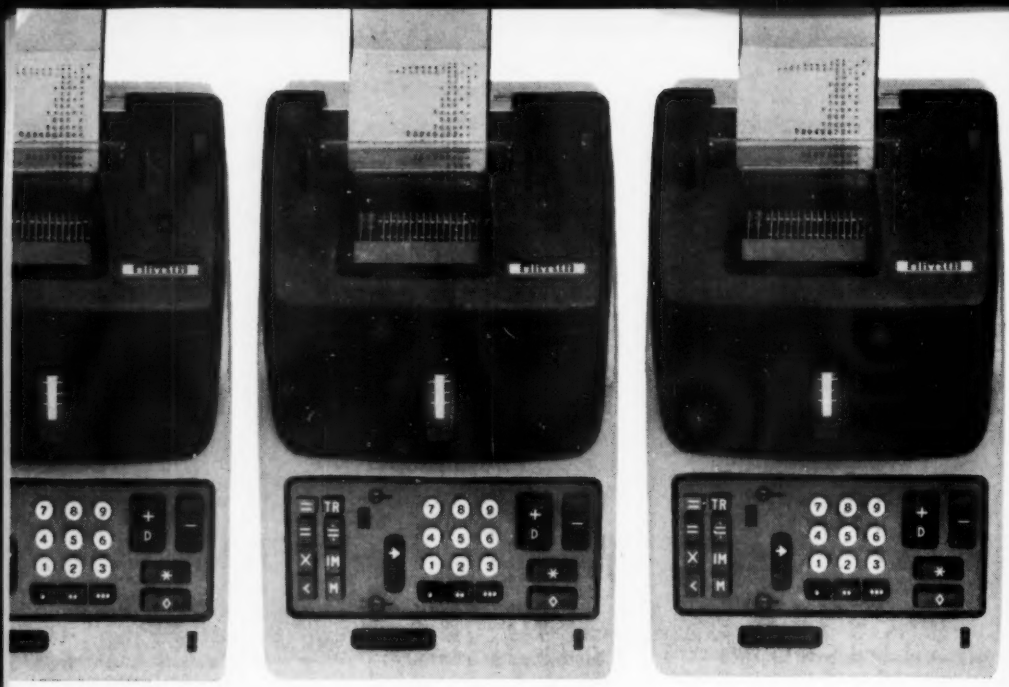


The high-speed, easy-to-operate Olivetti Divisumma 24 calculator provides printed proof of all operations. Its unique "memory" eliminates manual re-entries of intermediate results. There's an Olivetti branch or dealer near you. Olivetti Corporation of America, 375 Park Avenue, New York 22, New York.

For More Information Circle No. 467

olivetti

to the maintenance shop.

In the maintenance shop, the job order is assigned a position on the daily work schedule and, when ready for handling, it is assigned to an employee. It then becomes the employee's instructions to perform the work, the amount and kind of work required for the department and machine involved, materials needed, etc. Since the job order is prenumbered, the employee uses this number for charging his time. The same number also is used to charge for materials consumed in the work.

Upon completion of the job, the maintenance employee inspects the work with the foreman who initials the job order if work is satisfactory. Then the form is sent with employee's time records to the cost department as notification that repairs have been completed.

In the cost department, the time on the maintenance employee's record is posted to the cost department copy—Part 3. Total time cost is computed and posted to their Parts 2 and 3. Cost of materials used is added and complete

"Let's not make any more little ones."

Don't break your back digging up buried information!

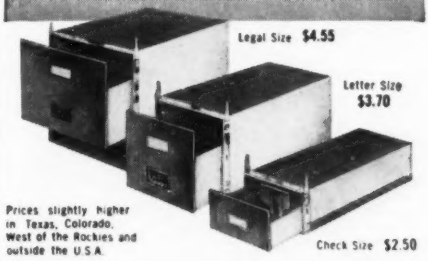
LOCATE YOUR RECORDS EASILY—No more fussing and fuming. With Pronto files your records are as active as your regular files.

BEAUTIFUL APPEARANCE—Finish in attractive olive green to match your regular office files.

STURDY CONSTRUCTION—Built of 275 lb. tested corrugated fibre board . . . reinforced with steel on the shell and the four corners of the drawers as well.

SAVE FLOOR SPACE—Prontos are constructed to interlock into solid units and stack as high as the ceiling.

PRONTO
STORAGE FILES



Prices slightly higher in Texas, Colorado, West of the Rockies and outside the U.S.A.

PRONTO FILE CORPORATION
415 MADISON AVENUE, NEW YORK 17, N.Y.
For More Information Circle No. 136

Robert V. Lentz, Treasurer, Southland Supply Company, Inc., Dallas, Texas.

FOR YOUR COMPANY... BIG COMPANY

EFFICIENCY AND CONTROL

"This Moore system cut our payroll preparation time by 40%"

The Southland Supply Co., Inc., wholesale plumbing, air conditioning and industrial suppliers, employs over 80 people. They are paid by check on a weekly basis. Two years ago, company executives took a close look at their payroll system. They found that their records were not completely up to date, that time was wasted in duplicate posting, and that copying errors got into the books in spite of careful balancing and checking.

The system Southland uses now is based on a simple, scientifically designed form, filled out on a standard electric typewriter. The form provides the paycheck itself and clear copies with a single writing. Part 1 is the check, on safety paper with a complete statement of earnings and tax information for the employee. Part 2 is filed numerically in a payroll journal for later reconciliation with the bank statement. The third part is used as a tax record, filed by employee's name in a special binder, shingle-fashion. Totals for each check are visible for easy quarterly recapping. "This system gives us accurate and up-to-the-minute records, with all the information needed for the State and Federal governments," says Mr. Robert V. Lentz, Southland's treasurer. "At the same time, it saves us hundreds of dollars a year, not to mention hours of valuable working time." The system is a Moore Unit Payroll System, with 3-part Speediset forms. It is the company's control in print.

Moore makes forms and complete paperwork systems of all kinds, designed for every use in businesses of all kinds. Whatever your business is, no matter what size, the Moore man can help you get better control through controlled paperwork. Look him up in the Yellow Pages or write the Moore office nearest you.

MOORE BUSINESS FORMS, INC., Niagara Falls, N. Y.; Denton, Texas; Emeryville, Calif. *Over 300 offices and factories throughout the U. S., Canada, Mexico, Cuba, Caribbean and Central America.*

Build control with

MOORE BUSINESS FORMS

For More Information Circle No 286

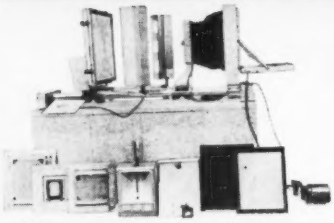
cost is entered on all copies. Copy 1 is returned to the plant engineer, Copy 2 to the operating superintendent, and Copy 3 is filed by the cost department. Because costing is completed almost immediately after approval of the work performed, all interested department heads receive their costed copies while the job is still fresh in the mind of everyone concerned. This permits immediate investigation of a job if cost exceeds forecast.

The cost department sorts their job orders according to machines and department. The standard labor cost is determined by each classification and adjusted to actual expense. While this makes a difference in final, actual cost, the difference is so slight that, for plant engineering purposes, it can be ignored. This data forms the basis for the "by machine" cost records.

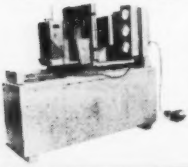
A file of double machine cards is maintained. One card contains machine data: manufacturer's name, serial number, plant number, installation cost, basic specifications, auxiliary equipment, etc. The bottom of this card is divided into weeks and months to show scheduled overhaul dates. The second is the actual cost card showing all work performed on that machine. The job order number, cost and other data are entered and this is the basis for determining predicted maintenance requirements, overhaul cycle, replacement points, etc. Thus, the entire cost history of any machine can be determined by reference to the cost card.

Since the system is simple and inexpensive, it is particularly adaptable to small plants that want better cost

MILLER-TROJAN photo equipment
for top performance — at lowest cost



Showing equipment available for Sharpshooter 1418 Camera



View at left shows Sharpshooter set up to back light color transparencies

New LOW COST CAMERA handles both black and white and color work . . . lets you interchange camera backs!

- The Miller-Trojan Sharpshooter 1418 Camera produces line and halftone negatives of utmost fidelity in any size up to 14" x 18". Enlarges twice and reduces three times.
- Optional transparency copy board assembly, complete with arc lamp, lets you back light transparencies—or an optional booster unit will step up camera lights to correct temperature for making color separations from reflection copy.
- Stay flat, vacuum or Xerography backs can be interchanged quickly and easily to meet your requirements. The same camera focusing scales are used for all backs.
- Camera completely equipped for black and white operation with stay flat back **ONLY $895.90.**
- Write for full details on this amazing new camera —and for prices on optional equipment, including camera base.

MILLER-TROJAN CO., INC., TROY, OHIO

For More Information Circle No. 410

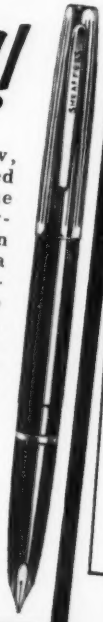
NOW! SHEAFFER QUALITY... SHEAFFER PERFORMANCE... AT *POPULAR PRICES!*

NEW!

Handsome desk sets in popular "telephone" colors. Choice of Sheaffer Cartridge Fountain Pen, **$4.95** and **$5.95** Skripriter Ballpoint, **$3.95** and **$4.95**

NEW!

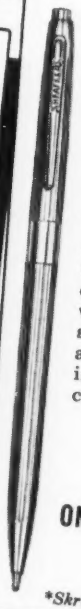
The all-new, popular-priced version of the Sheaffer Cartridge Fountain Pen. Loads like a rifle with cartridges of *Skrip* writing fluid. Holds more ink in one load than any other pen made in America.



ONLY $2.95

NEW!

The '59 *Skripriter* Ballpoint Pen. Starts instantly. Won't skip, because *Skrip** takes the skip out of ballpoint writing. Handsome anodized aluminum case in choice of six colors.



ONLY $2.95

**Skrip* Ballpoint Fluid

NO OFFICE IS COMPLETELY EQUIPPED WITHOUT

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W. A. SHEAFFER PEN COMPANY, FORT MADISON, IOWA ©1959, W.A.S.P. CO. • SHEAFFER PENS... MAICO HEARING AIDS

For More Information Circle No. 274

Mail Now
Without Delay!
Complete information on the new 50-Station Rotomatic will be sent to you the day your request is received. Please clip and return this card now.

new

A product of THOMAS COLLATOR INDUSTRIES, Inc., 100 Church Street, New York 7, New York—the world's leading maker of collating equipment.

50-station collator

Fully automatic . . . unprecedented performance without the penalty of high price or space waste!

Announcing a new dimension in collating versatility, accuracy, speed and compactness—the all-new, completely automatic Rotomatic by Thomas Collator Industries, Inc. If you collate in volume, you'll want all the details on the Rotomatic's ease of total operation and multiple savings. Return the attached post card today for prompt attention.

- Accurately collates, counts, staggers or stitches 25,000 sheets per hour
- Exclusive push button programmer permits different collating jobs to be run at same time
- Occupies only 17½ square feet of floor space
- Loads in less than 7 minutes . . . no adjustments for vacuum systems, fans, weights, finishes
- Handles sheet sizes from 7" x 8" to 11" x 14" in most every weight and finish
- Offers more features at a lower price than any other collator on the market

For More Information Circle No. 384

THOMAS COLLATOR INDUSTRIES, INC.
100 Church Street
New York 7, New York

Without obligation rush me complete information on the new Rotomatic.

COMPANY

ADDRESS

CITY

NAME

TITLE

TYPE OF BUSINESS

AM TAG CO N J - 1013

PLACE
STAMP
HERE

POST CARD

THOMAS COLLATOR INDUSTRIES, INC.
100 Church Street
New York 7, New York .

50-station collator

Fully automatic . . . unprecedented performance without the penalty of high price or space waste!

Announcing a new dimension in collating versatility, accuracy, speed and compactness—the all-new, completely automatic Rotomatic by Thomas Collator Industries, Inc. If you collate in volume, you'll want all the details on the Rotomatic's ease of total operation and multiple savings. Return the attached post card today for prompt attention.

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- Handles sheet sizes from 7" x 8" to 11" x 14" in most every weight and finish
- Offers more features at a lower price than any other collator on the market

For More Information Circle No. 384

Situations Wanted—Female

AVAILABLE THE WORLD'S FASTEST STENOGRAPHER

Seeks permanent position. Understands and speaks every language. Will work in large or small office. Perfect for details, guaranteed 100% accuracy.

WORKS 24 HOURS A DAY

Seven days a week

Never late

Never home ill

Needs no instructions

Never forgets anything

No personal telephone calls

Will travel anywhere without notice

IDEAL BUSINESS PERSONALITY

Very attractive appearance, will never marry, lives only for work . . . days, nights, week-ends. Excellent references!

an electronic marvel that dictates and transcribes

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$220.00 plus tax

Transcribing accessories at small add'l charge.

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Dept. 67, 415 Madison Ave., N.Y.C. 17

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☐ **I want a FREE demonstration.**

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CITY_____ ZONE____ STATE_____

For More Information Circle No. 248

control and machine cost history. Where only limited personnel enter into jobs and costing, modifications in the system are possible. It is imperative, today, that machine costs be under constant scrutiny and this system gives the plant engineer all the facts required for such control.

Those Friendly Secretaries

TO THE EDITOR:

In reading the article in the September issue of THE OFFICE beginning on Page 13 about supermarket distribution of office supplies being proved successful for the Government, it immediately struck me that the Government has developed another way to throw away money. Why? Because one supply clerk deliveryman can deliver a lot more goods a lot faster and a lot cheaper than a $75 secretary and not find nearly so many friends on the way to talk to.

Why does Ford, General Motors, Chrysler and all the other big manufacturers use production lines, and why do they specialize in doing one thing? To save money—my money, Mr. Taxpayer. Leave it to the bureaucrats to make themselves a job and spend our money.—**J. C. PRATHER, Vice President and General Manager, Kirven's, Columbus, Ga.**

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FIVE FEET OF SHELF SPACE

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32" long, 13" deep, 31" high. 14" between shelves

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F.O.B. Factory Stamford, N. Y. Weight 49 Lbs.

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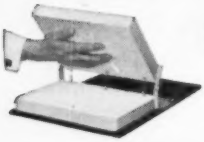
For More Information Circle No. 436

The Posts Swing Open

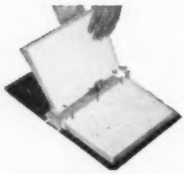
FOR EASY INSERTION OF SHEETS

- Permits instant insertion or removal of sheets.
- Ends the "headache" of dismantling binders.
- Sections can't come apart — prevents dropping or spilling sheets.



SWINGS OPEN
Sheets swing open instantly at any point. No fumbling — no spilling.

SWINGS CLOSED
Swing the sheets closed and the posts telescope together automatically.



Solves many problems as a catalog binder for salesmen, dealers and distributors. Useful wherever giant capacity ring binders are needed.

Ask your office supply dealer for the

FAULTLESS SLIDE-HINGE BINDER.

FAULTLESS

STATIONERS LOOSE LEAF COMPANY

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114-116 East 13th St., New York 3, N.Y.

For More Information Circle No. 399

NEW Books

COLOR PLANNING FOR BUSINESS AND INDUSTRY by Howard Ketcham. Harper & Bros., 49 East 33rd St., New York 16, 274 pp., $5.95.

One of America's leading color and lighting authorities explains how to use color to improve employee morale and efficiency, boost sales and attract greater attention to products. Illustrated in full color.

STATISTICAL FORECASTING FOR INVENTORY CONTROL by Robert G. Brown. McGraw-Hill Book Co., 327 West 41st St., New York 36, 249 pp., $7.75.

Describes how to design an economical, efficient inventory control system through improved short-range forecasting. Practical methods based on sound mathemetical theory are given for computing average rate of demand and maximum reasonable demand during a lead time.

EFFECTIVE COMMUNICATION IN BUSINESS by Robert R. Aurner. South-Western Publishing Co., 5101 Madison Rd., Cincinnati 27, 644 pp., $6.

Offers useful reference material to any student who will communicate with others in business. The 4th edition of this book has been written in more direct style and it contains extensively revised chapters. Text portion has been cut from 24 to 21 chapters.

INCREASING OFFICE EFFICIENCY. Vision Inc., 100 Garfield Ave., New London, Conn., 22 pp., 35c.

Shows how companies solved problems from work simplification to sharing secretarial services. Outlines plans for cutting cost of office forms and offers suggestions on records inventory, reducing mailing costs, office layout, and other office particulars.

Genuine

STURDEX

...it takes a good business case to complete your sales picture!

Look what a *difference* STURDEX makes! The only business case made with the craftsmanship of finest leather cases . . . but at *half the price*. A sales-making case that's always neat and business-like . . a durable case that *outwears* all others . . . guaranteed for *5 full years!*

SMARTEST BUSINESS GIFT YOU CAN GIVE!

Give a gift that happily "remembers you" for a long, long time. Genuine STURDEX business cases have the smart appearance and craftsmanship of the finest leather cases . . . but at *half the price!* Wears so well we *guarantee* each case for 5 FULL YEARS. Good stationery, luggage, and department stores everywhere are featuring an excellent selection of STURDEX brief bags, attache cases, portfolios, and ring binders. Special discounts for large volume orders.

5-YEAR UNCONDITIONAL GUARANTEE

STURDEX looks new longer . . . always ready for business. So wearproof, waterproof and weatherproof, we guarantee it for 5 full years!

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World's Largest Manufacturer of Business Cases Exclusively

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For More Information Circle No. 322

Make Your Own
RUBBER STAMPS
at a fraction of the cost!

BERKROY

New Rubber Stamp Press

Easily operated by your office personnel. Compact 8" x 9" x 10". Operates on 110 volt A.C. current. Gives years of durable, trouble-free service.

For illustrated catalog & nearest dealer write to:

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1171 E. 32nd St., Los Angeles 11

For More Information Circle No. 135

Dramatic NEW *Wall Decor!*

Imagine . . .

GRANDVIEW Full-Wall MURALS
in Living Color for Your Office

Now the popular line of GRANDVIEW wall scenics offers two magnificent new giant-size murals . . . "Mountain Retreat" illustrated and "Cypress Gardens". Smart, breath-taking for large wall areas in offices, conference rooms, etc. Ideal as gift, too. Send 10c for full-color brochure showing entire line of GRANDVIEW Murals.

12' x 6¼' size ..... only $29.75
51½" x 75" (Canvatex) ..... only $24.75
45" x 65" ..... only $ 8.95
38½" x 59" ..... only $ 7.95

WALLPAPERS Inc. of CHICAGO
9106 W. Ogden Ave., Brookfield, Illinois

For More Information Circle No. 154

HOW TO GET THE MOST OUT OF TAPE RECORDING by Lee Sheridan. Robins Industries, 36-27 Prince St., Flushing 54, N.Y., 128 pp., $1.

Aimed at the new recordist, this book tells such things as: how to buy and operate a tape recorder; editing and splicing tapes; and developments in stereo. It describes over 100 uses in business, education and the home.

HOW TO TEACH BUSINESS SUBJECTS. United Business Education Assn., 1201 16th St., N. W., Washington 6, D. C., 176 pp., $2.50.

Designed for student teachers, this book is divided into four sections: orienting yourself; how you will be supervised; how you will be evaluated; how to teach.

1960 SALES PROMOTION CALENDAR. National Retail Merchants Assn., 100 W. 31st St., New York 1, 64 pp., $15.

An aid to retail sales promotion and advertising managers in planning and budgeting. Includes master budget planning chart; also ten-step guide to better sales promotion, long-range planning chart, suggestions for selling and advertising week by week, and other important aids.

"I took the files home to straighten them out."

SHIP and BILL with a single form

Whether you ship by rail, parcel post, express, air, this one Baltimore Business Form does the complete shipping and billing job . . . all with a single typing.

And NOW you can include the Address Label too, with the miracle of new Nashua DAVAC® adhesive labels—that never stick in the typewriter—but never "let go" when on the package. With DAVAC adhesive label included in your Shipping and Billing form you eliminate any additional typing.

You can realize immediate cash savings through reduced typing time, elimination of errors and a streamlined billing and shipping operation.

For FREE samples and advice on practical business forms, call your Baltimore Business Forms representative (listed in the Yellow Pages) or write direct to: BALTIMORE BUSINESS FORMS CO.

Baltimore Business Forms

THE BALTIMORE BUSINESS FORMS COMPANY

3144 Frederick Avenue, Baltimore 29, Md.

For More Information Circle No. 460

WHY THE PHOTOSTAT® MASTERLITH IS THE IDEAL OFFSET DUPLICATOR FOR YOUR OFFICE

It's easy to operate • You don't need a specialist to run the Masterlith. Setup steps are few and simple. Corresponding scales make it easy to position the image on the paper. Turning a knob gives hair-line register. No tools are needed for normal operating adjustments.

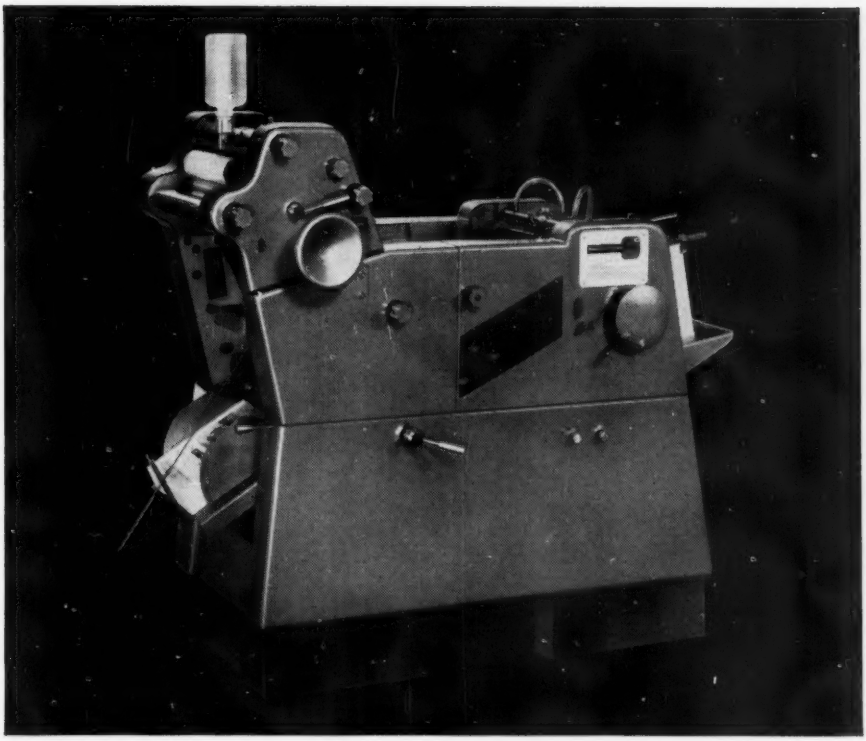
Even an inexperienced office girl (or boy) quickly learns to do good work on the Masterlith. A Photostat Corporation representative trains your operator, stays with him as long as needed.

It's versatile • The Masterlith is at home on every kind of short-run, systems, general or advertising duplicating. It's easily adapted to any special kind of job you may have.

You can use any type of offset plate. Masterlith will run a dozen copies from a paper master prepared on a typewriter — or 20,000 copies of a three-color advertising piece. Shifting from one type of work to another is fast; you can even change from one ink color to another in two minutes, by loosening a few thumb screws and setting in another inker.

Masterlith does an excellent job on any kind of paper, including manifold and enamel, in any size from

For More Information Circle No. 305



3″ x 3″ to 11″ x 15″. You can run envelopes, postcards, or tabulator cards two at a time, by adding a dual feed unit.

It does beautiful work • Above all, Masterlith is designed to give top-quality reproduction from either direct-image paper or presensitized plates. Multiple-copy forms line up exactly, not approximately. "Systems" copies are sharp, easy to read —not just barely legible. Bulletins, memos, catalogs and sales literature are so attractive you're proud to mail them.

It's ideal • With a Masterlith you can, in your own office, duplicate materials formerly jobbed out. You can include pictures, add the sparkle and impact of color. Masterlith is the ideal office duplicator because it's capable, versatile, easy to run.

PHOTOSTAT CORPORATION
DEPT. TO-I ROCHESTER 3, N.Y.
Sales and Service offices in the Principal Cities of U.S.A.
PHOTOSTAT IS THE TRADE MARK OF PHOTOSTAT CORPORATION

Your key to complete copy satisfaction
PHOTOSTAT
PHOTOCOPYING OFFSET AND MICROFILM EQUIPMENT

For More Information Circle No. 305

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If not available from your dealer, write to

EUREKA SPECIALTY PRINTING CO.

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®T.M. Reg. U.S. Pat. Off.
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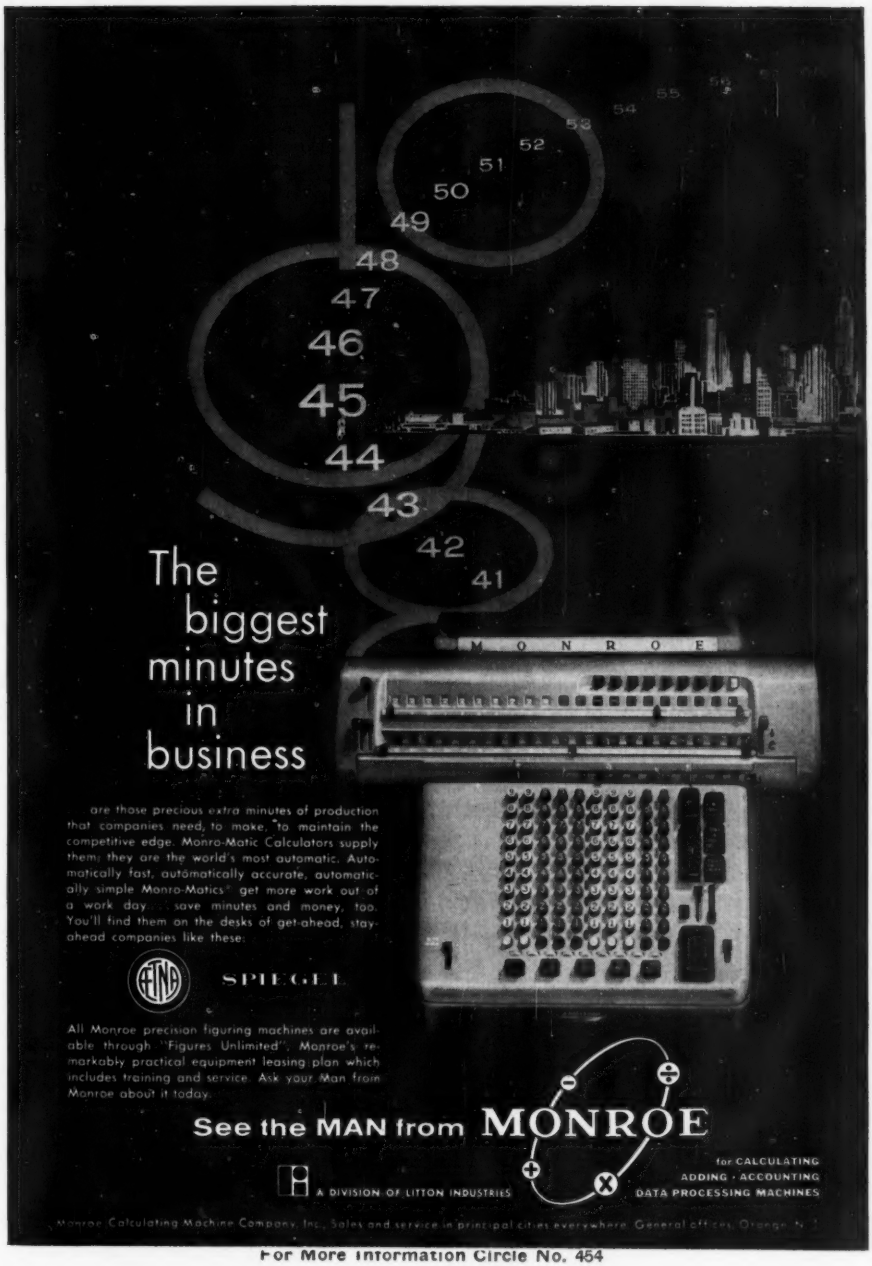

For More Information Circle No. 454

BEST WAY TO JUDGE A DICTATING MACHINE

LISTEN

DICTATING-TRANSCRIBING MACHINE
only $179.95 Incl. Fed. Tax
FULL YEAR GUARANTEE

Fidelity Makes The Difference

400 secretaries, questioned by a leading magazine about dictating machines, listed fidelity as the most important feature they looked for in a machine.

These experts know fidelity makes the difference ... to you when you're dictating or listening ... to your secretary when she's trying to catch every word you said for transcribing. Try the new Geloso StenOtape; you will be amazed at its fidelity. You'll hear yourself just as clearly as you spoke!

"Ease of operation" was the second most wanted feature. Dictating to StenOtape is actually pleasurable. An exclusive relaxed dictation system (no hand mike) takes down everything you say ... even though you have papers in both hands, or walk about the room. Perfect for conferences, too. StenOtape registers up to 30 feet away, up to 2 hours on one reel of endlessly re-usable standard magnetic tape.

StenOtape is compact, ready for instant travel anywhere in its convenient attache case. Weighs only 6½ lbs. Accurate, jamproof, trouble-free. Best of all, after fidelity and easy operation, is its versatility. StenOtape has dozens of uses: in the office, at home, on the road — for dictation, conferences, sales reports, interviews, phone talks, and more. So versatile, in fact, it's fun to take home; it tapes and plays music, too!

Yes, StenOtape fills the bill on all counts for secretaries who want the best, and businessmen who want more machine for less money. StenOtape, at only $179.95, tax included, saves you money when you buy it, both time and money as you use it.

FREE! FACTS BOOK

For complete information about all dictating equipment, read "The Facts About Dictating Machines." This 16-page illustrated book — for the first time anywhere — tells all the important features you should look for. Plus 50 new ways to save time and money in any business. Send for your free copy today. Without obligation, of course.

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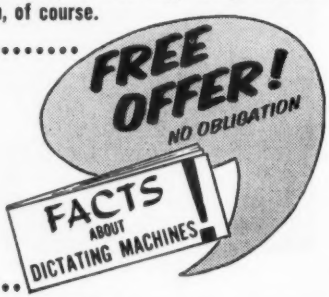

GELOSO STENOTAPE

For More Information Circle No. 298

cleanest of all copying methods

because this machine uses no chemicals

Only "Thermo-Fax" Copying Machines do so many jobs... so quickly, so easily, for such low cost!

Here's the one copying machine that operates *entirely* by electricity—making it the cleanest, the simplest to use. No fussing with spilly chemicals. No time wasted making negatives before getting a copy.

In just 4 seconds your "Thermo-Fax" Copying Machine delivers a completely dry copy ready for immediate use. To learn how this fastest, simplest and cleanest of all copying methods can speed your work systems—including billing, accounting, labeling and addressing—call your local dealer. Or mail the coupon.

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For More Information Circle No. 319

So Different, It's Patented*!

The instant M-50, Columbia's patented polyester ribbon, goes into action you'll see the unique combination of all these features.

- extraordinary versatility—executive correspondence or perfect originals for all copying processes
- virtually unbreakable
- sharp copy—comparable to actual printing
- complete release of ink for absolute uniformity
- smudge-free handling and typing
- 50% more yardage on same diameter spool
- easy to make, halo-free erasures

Special Tri-Pak offer. Write Columbia Ribbon & Carbon Mfg. Co., Inc., 9611 Herb Hill Road, Glen Cove, N. Y.

*U. S. PAT. NO. 2508725

M-50 RIBBON BY *Columbia*®

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COLUMBIA RIBBON & CARBON PACIFIC, INC., DUARTE, CALIFORNIA
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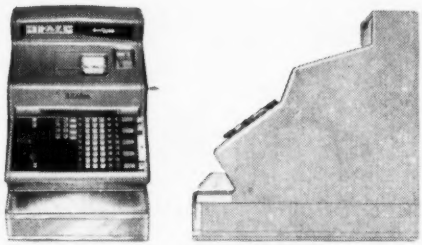

WANTED

...Dealers who'd like to learn how easy it is to sell the 8000 line of R. C. Allen Cash Registers...the fastest indication cash registers on the market, that sell for LESS than any competitive make with comparable features.

R.C.Allen
Business Machines, Inc.

668 FRONT AVENUE, N. W. • GRAND RAPIDS, MICHIGAN

Adding Machines • Bookkeeping Machines • Cash Registers • Typewriters • Safes and Files • Carbon Paper and Ribbons • Precision Aircraft Instruments

914

Please send me information on a protected R. C. Allen franchise.

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CITY _____ STATE _____

For More Information Circle No. 306

FAC

about business and student cases

Originators and Patentees of so many quality features

(patent #2,011,879)

Originators and Patentees of Multipocket Cases

Another "first" by Stebco originated 25 years ago that set the pace for the industry. This Deluxe Case, for example, with **6 pockets** in all—4 expanding and 2 divided pockets plus pen-and-pencil holders. Covered and completely lined with washable TUFIDE, unconditionally guaranteed 5 full years.

(patent #2,011,880)

Originators and Patentees of "Disappearing Handles"

Talk about streamlined style and comfort. Developed in 1935, these inter-locking handles extend out of the case for a firm grip. Presto! They disappear into the case when not in use. This Stebco "Tuck-A-Way" Handle Envelope with two full and two small divided pockets. TUFIDE for five full guaranteed years of service.

(patent #2,662,620)

Originators and Patentees of "Lifetime Weldedge"

Only Stebco underarm cases can take **any** bump or beating, thanks to this patented "Weldedge", proven by over 25 years of performance. It's flexible, bends as the case bends . . . and absolutely guaranteed for the life of the case. This Jumbo Ring Binder, for instance. Note "extras" like 3" wide expansion gussets, 2 pockets plus inside zipper pocket. Of 5-Year-Guaranteed TUFIDE.

Originators of Solid Bottom Brief Cases

Forty years ago Stebco pioneered these sorely needed **solid bottom** brief cases—sturdily constructed for samples and heavy materials. It **stays put.** More Stebco quality "plusses"—Lifetime patented molded handle . . . patented "T" rail protected edges . . . non-sag steel frame . . . all brass hardware . . . three pockets. Made of tough TUFIDE —guaranteed to wear 5 full years.

ONLY WITH STEBCO can you be sure of so many new and exclusive features. Only with Stebco can you benefit because Stebco concentrates on outstanding style and quality products.

TS you should know...

by Stebco

(41 to be exact!)

(patent #2,487,951)

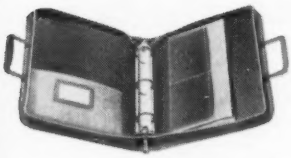
Originators and Patentees of "Lifetime Edges"

What a "bodyguard" for your case! Created 10 years ago, this "T" rail edge of hardened nylon all around absorbs hard knocks, keeps your Stebco Brief Bag in perfect shape. Three expanding pockets, molded Lifetime handle, brass-plated hardware. Of heavy duty TUFIDE, guaranteed for 60 months (5 full years.)

(patent #2,595,724)

Originators and Patentees of "Lifetime" Cushion Handles

Originated in 1932, it's another example of Stebco's restless search for perfection. This Cushion Handle is guaranteed to last a lifetime —never break or tear loose, even to lift a ton! Just one feature of this patented "Sta-Open" Frame Brief Bag of TUFIDE. Other "plusses"— "T" rail edge, solid brass polished hardware, extra wide, strong interlocking frame construction.



Originators and Improvers of Zipper Ring Binders

It seems like "only yesterday" that Stebco pioneered Zipper Ring Binders, accepted today as "the only kind." Here's the latest model— a Deluxe heavy duty binder sturdily built for extra service, with a "giant" zipper closure and guaranteed TUFIDE. Four POCKETS. Same price whether 1½" or 2" rings.

(patent #2,545,501)

Originators and Patentees of brand new "Handle-Lock"

This slim, new beautifully contoured "Tra-Valise" in molded TUFIDE is virtually indestructible, thanks to 10 years of research that originated **three** Stebco patented features: Its secret: the lifetime durability of one-piece molded construction, the interlocking new aluminum frame with the "Handle-Lock" that locks open and closes instantly and securely with a single touch. (patents #2,220,972 . . . 2,545,501 . . . 2,666,227). That's "Tra-Valise", unconditionally guaranteed 5 full years!

for additional information write to:

STEIN BROS. MFG. CO. • 1401 W. Jackson Blvd. • Chicago 7

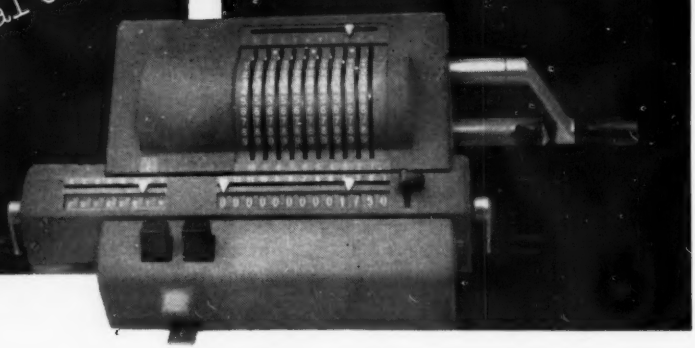
Over 40 years of superior quality and experience

For More Information Circle No. 323

"WHAT! Just $99 for a calculating machine?"

"Made by Original Odhner?"

"Hey! That's a real buy!"



All the famous Odhner features are here for only $99! Compact design, light and sturdy precision-crafted Swedish steel, and best of all . . . ease of operation. Designed for simplicity, the compact hand-operated machine, Model 227, performs all calculating functions, from the simplest to the most complicated, such as simultaneous multiplication and square roots. Outstanding feature of the machine is a "back transfer", time saving device, which makes it possible to perform repeated (chain) multiplications, such as simple and complex discounting calculations.

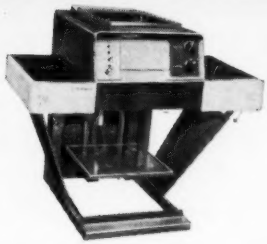
Sure as one plus one equals two . . . this $99 Odhner Portable is the perfect calculating machine for everyone who makes it their business. See the Yellow Pages for your nearest Odhner dealer, or write:

FACIT INC.

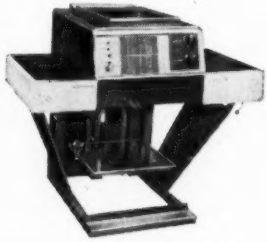
404 Fourth Avenue, New York 16, or
235 Montgomery Street, San Francisco, Calif.

For More Information Circle No. 342

NEW KENRO "VERTICAL 14" *Companion*



KENRO "VERTICAL 24" shoots up to 18" x 24". . . the four-up camera



KENRO "VERTICAL 18" shoots up to 14" x 18" . . . the two-up camera

For More Information Circle No. 329

Designed for New Matrix Transfer and Xerographic Systems

The new Kenro "Vertical 14" Companion is the first true office-type camera. It goes hand in hand with new paper platemaking and photocopying systems recently introduced. It quickly makes exposures in daylight or darkroom up to 11" x 14". Interchangeable heads are available for all Kenro cameras for making all types of exposures including line and halftone negatives, xerographic exposures, one-shot photocopies and matrix transfer masters.

See your Kenro dealer or write for complete information on all three Kenro cameras and accessories.

KENRO GRAPHICS, INC.
Dept. F-11, 25 Commerce Street
Chatham, New Jersey

ONE FILE FOR ACTIVE . . . AND INACTIVE RECORDS

The attractive Nylo-Glide file may be used as an active reference file, then when records become inactive, drawer may be removed and exchanged with an empty drawer in the inactive file room.

RFI NYLO-GLIDE Files are so reasonably priced that they may be used economically for the storing of inactive records . . . AND — they are so attractive and operate so easily that they can be used as an active reference file.

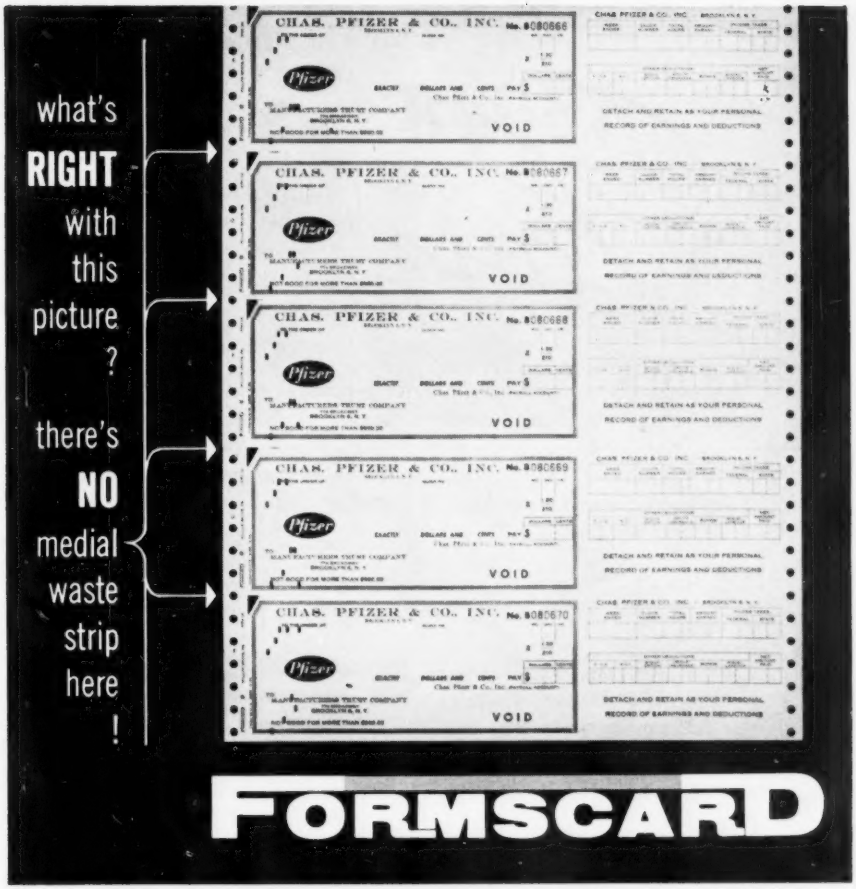
You can't see all of the quality that is built into NYLO-GLIDE Steel Record Files, but year after year of faultless service will prove to you that no finer file was ever built.

(New, modern design with smooth nylon bearings that actually outwear steel, and provide feather-light operation even under heaviest loads.) You save time, money and energy when you equip your office with NYLO-GLIDE Steel Record Files.

As attractive as they are functional. Designed and fabricated by craftsmen, and finished with care of the finest materials; NYLO-GLIDE Files present an appearance that blends harmoniously with the decor of any office. You'll have to see these files to fully appreciate their quality and utility.

RFI RECORD FILES INC.
WOOSTER, OHIO

For More Information Circle No. 270



the original and only workable continuous tab card with maximum efficiency

- Pre-punched as required
- Tabulate at any speed
- Separate manually or on any burster
- Vouchers of any length; side, top or bottom
- Can be part of a multiple forms set

Manufacturers of line-hole continuous business forms

Forms inc

WILLOW GROVE, PA. • Phone: Oldfield 9-4000

Sales representatives in principal cities.

For More Information Circle No. 283

Rose

MAKERS OF THE WORLD FAMOUS
PATENTED "STA-CLEAN" METALLIC
PROTECTIVE-COATED MASTER UNITS
U. S. PAT. 2,671,734

Here are just three of the many important reasons why you should use Rose products:

- *Quality.* Stringent production controls are maintained. Each Rose master unit is "quality coded" so its history can be traced.
- *Service.* Your order will be handled promptly. And you can depend on rapid delivery of Rose products.
- *Creativity.* Rose created "STA-CLEAN" and "Gold-sealed" master units . . . and many other innovations. Rose chemists are constantly seeking still better duplicating materials.

•

Specializing in Master Units

Spirit & Hectograph Carbon Papers

•

Suppliers to Duplicating Specialists Everywhere

•

ROSE RIBBON & CARBON MFG. CO., INC.
HARRISON, NEW JERSEY, U. S. A.
A Subsidiary of Bemis Bro. Bag Co.

BEMIS

For More Information Circle No. 303

The only adding/calculating machine that tells you at a glance whether it's clear or in use.

The NEW Regna ten operates with jet-like speed, is *almost noiseless* and the price is much lower than you think! Everything you have ever dreamed of has been combined in these NEW Regna electric and manual models:

- Traffic signal window shows green when machine is clear and red when in use.
- Special figure indicator.
- Safety handle prevents misuse of hand operated machine.
- Optically shaped keyboard combats eye-fatigue.
- Types made of world famous Swedish steel insure superior imprint.
- First figure entered is instantly secured by printed protection symbol.
- Keys molded to the *touch* of your hand.
- Adding capacity up to ten columns.

Move fast—— it's profitable!

***Mail the coupon today—Mail it* NOW!**

REGNA CASH REGISTERS INC.
175 Fifth Avenue, New York 10, N. Y.

Gentlemen:
Please rush more information on the new 10 key Regna Adding Machines and outline advantages of becoming a Regna Dealer.

Name _____
Address _____
City _____
Zone _____ State _____

In Canada: Regna Cash Registers of Canada Ltd., 704 Notre Dame St. W. Montreal, Que.
OUTSIDE CONTINENTAL U.S.: Jorgen S. Lien, Box 507, Bergen, Norway

For More Information Circle No. 289

SCORE A POINT EVERY TIME with the Time Saving ELECTRO POINTER

World's Finest Electric Pencil Sharpener

Electro Pointer sharpens instantly . . . automatically . . without loss of time, effort and materials. Puts a perfect point on any size wooden pencil . . . won't "eat up" your pencil like out-moded hand sharpeners often do. You can Sharpen your entire stock of pencils in one effortless operation.

Try it, and you'll buy it . . . The Electro Pointer sells itself!

PROVEN FOR MORE THAN 16 YEARS

STILE-CRAFT Mfg.
1825 MACKLIND · ST. LOUIS 10, MO.

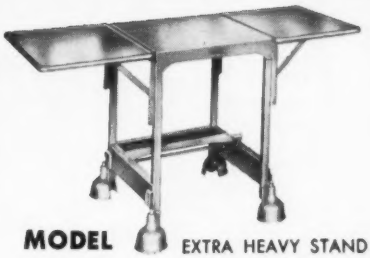
For More Information Circle No. 277

First choice of office workers and management everywhere

TIFFANY® STANDS

MODEL 5002

GREATEST ALL PURPOSE, completely safe, Stand for costly office machines. Adjustable open top . . . noise-escape hatch. Castings cover retractable casters; anchor firmly on floor.



MODEL 8802

EXTRA HEAVY STAND for many types heavier, electrically operated, office machines. Square, tubular legs. Solid steel top, undercoated for sound-vibration abatement.

MODEL 8000

VIBRATION-FREE RIGIDITY. Square, tubular legs. Adjustable, one piece, open top . . . noise-escape hatch.

MODEL 2500-CA *(with casters)*

MODEL 2500-GL *(with glides)*

PHOTO COPYING...DUPLICATING MACHINE TABLE. Precisioned construction; heavy steel for insured rigidity. Top size: 30" wide, 18½" deep. Compartments and tray for supplies.

For further information, write Dept. O

TIFFANY® STAND CO.

7350 FORSYTH • ST. LOUIS 5, MO.

For More Information Circle No. 302

Now "brighter" than ever! — even more dramatically

THE THINKING MACHINE OF AMERICAN BUSINESS

Friden Presents

the latest advance in fully automatic Calculators

New Friden Model SBT has touch-one-key simplicity you'll be amazed to see!

Watch this new model Friden save manual and decision steps in any figure-work problem. For example, note time saved by:

AUTOMATIC CHAIN MULTIPLICATION

Flick of a key automatically transfers products from dials to keyboard for further calculation, eliminating many of the intermediate steps in multiple-factor multiplication.

AUTOMATIC ACCUMULATION OF INDIVIDUAL EXTENSIONS

Touch of a key automatically transfers individual extensions to storage dials, adds or subtracts as required, and produces a grand total.

AUTOMATIC ROUNDING OFF OF FRACTIONAL CENTS

Operator merely sets a dial — in any of six positions — and machine automatically rounds off fractional cents to the nearest full cent.

EXCLUSIVE FULLY AUTOMATIC MULTIPLICATION

Touch one key after setting both factors, proved answer appears in dials. It's clearly shown in so many ways — the Friden performs more steps in figure-work *without operator decisions* than any other calculating machine ever developed.

Friden *has the system*

"Brighter" calculators are one of the ways...

Cost-saving office automation begins with the fully automatic Friden Calculator! Call your nearby Friden Man or write Friden, Inc., San Leandro, California... sales, instruction, service throughout U.S. and world.

Friden Creates A New World For Business

© Friden, Inc.

FRIDEN SILVER ANNIVERSARY • 1934 - 1959

For More Information Circle No. 477

Camera!

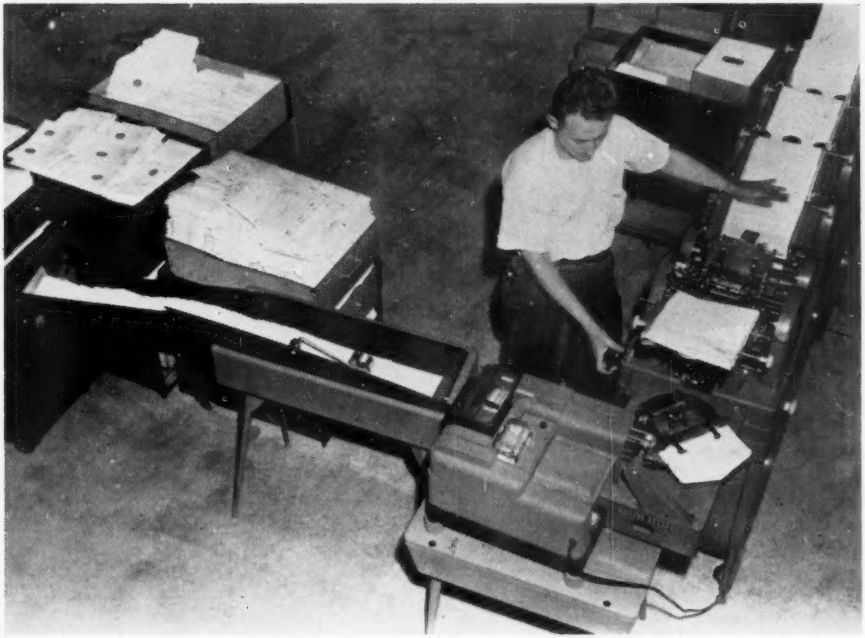
Ryan Aeronautical Co., San Diego, is the first aircraft manufacturer to use a Transacter factory-to-office data collection system installed by Stromberg Time Corp. of Thomaston, Conn. Dispatcher (left) shows Robert C. Jackson (center), Ryan executive vice president, and John F. Carr, Stromberg executive vice president, how production information is instantly made available to the central work-in-progress control files.

Although he was caught by a Mosler Safe Co. Photoguard camera at the Bank for Savings, New York, as he rushed away with a bag full of cash, lone-wolf bank robber is still at large. Within hours of the robbery, millions saw bandit's picture in newspapers and on television. The Photoguard system uses an electrically driven 16 mm movie camera that is soundproof, tamperproof and bulletproof.

Trouble in air-conditioning or heating systems can be pinpointed with a new photographic control. A ground glass projection screen is built into the center of the master control panel at an office building of Eastman Kodak Co. in Rochester, N. Y. Whenever one of the large fans or pumps at remote locations operate, a color photo-diagram of the system is projected automatically on the screen. This aids locating trouble or malfunction. The panel controls temperatures of six different kinds of water for drinking, washing and photographic operations. It also shows status of cafeteria refrigeration and film cold storage rooms. Operator can switch on microphones in fan rooms to hear if machines are operating smoothly.

Louisiana Companies' new offices in Baton Rouge have Generalaire desks, Consolidator units and Goodform chairs made by General Fireproofing Co. and installed by Louisiana Office Supply Co

Mayor Richard Daley of Chicago provides seating comfort for delegations and committees that meet in his office by using Clarin DeLuxe Folding Chairs.



Inserting material into envelopes is handled by a Pitney-Bowes Inserting Machine attached to a Postal Meter that imprints postage and seals envelopes at Fisher-Stevens, Inc., Clifton, N. J., where some quarter-billion pieces are mailed annually.

International Harvester's Parts Depot in Canada

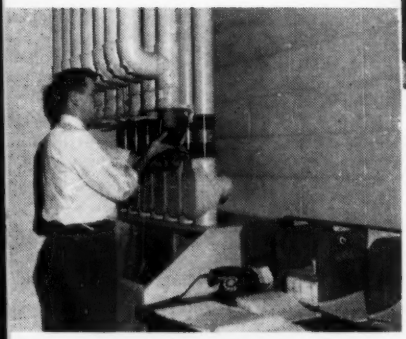
GEORGE E. TOLES

The master parts depot of International Harvester Co. of Canada, Ltd., Burlington, Ont., stocks over 90,000 machine parts.

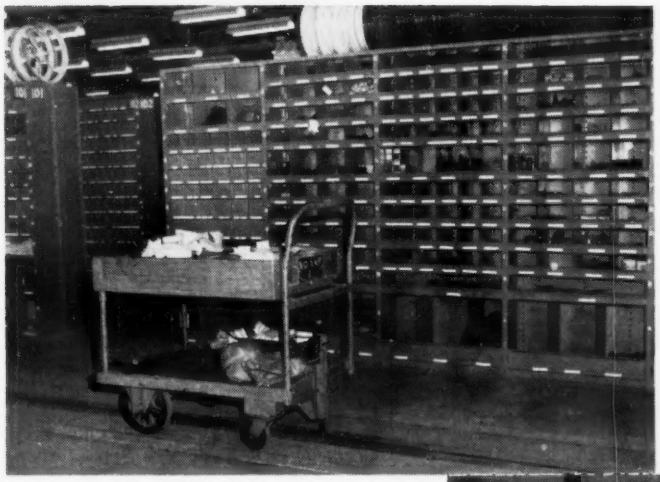
The depot's main office showing almost half of the office personnel. A total of 225 persons are employed in the building.

A detail card is punched for each part ordered, showing number, description and location of the part. Then a header card is punched for the order, showing customer's name, address, shipping instructions and depot order number. (See opposite page.)

The header and detail cards then go through a tabulator which prints the order and picking cards from which the parts will be picked, packed, shipped and billed.



Picking cards are sent by pneumatic tube to picking stations nearest the stored parts. A definite time is allotted for packing and shipping each order, depending on the number of items and quantity of parts.



A Towveyor truck carries the order from the storage area to the packing section.

Packing an order at one of the International Harvester depot's 20 packing stations.

A glass partition provides continuity between the reading lobby and the administrative office adjoining it and the spaces seem to blend as one at Paige Elementary School, Schenectady, N. Y.

Making the Principal's Office Inviting

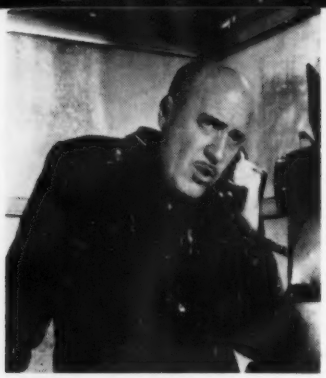
At the Washington Irving School, Waverly, Iowa, the administrative office at the main entrance is a familiar site to the children. A glass partition, allowing full view of activities within, dispels any fear that pupils might have of the principal's office and its occupants.

Comfortable furniture, bright colors and soft lighting contribute to the welcoming look of the principal's office at Paige School. Perkins & Will of Chicago and White Plains, N. Y., were the architects for the schools on this and the opposite page.

A teachers' lounge is part of the administrative suite at East Grand Rapids (Mich.) Junior High School. It has comfortable furniture and cooking facilities. Architects were Perkins & Will and J&G Daverman Co. of Grand Rapids.

The lobby of the administrative area at Luther North High School, Chicago, is a pleasant place for visitors waiting for appointments and for students meeting briefly between classes. Bulletin board in classroom corridor beyond the doors is convenient both to students and administrators.

Teachers' mailboxes outside the administrative offices are fitted into the open design of Hoover Elementary School, Neenah, Wis.



Hollywood's slow burn artist, Fred Clark, stars in a color movie available from American Telephone & Telegraph Co. Entitled "A Manner of Speaking," it shows how poor telephone technique on the part of both management and employees can lose business. At left, Fred Clark, who plays the dyspeptic head of an ad agency, tries to get his account executive on the phone. Lacking good telephone manners, copy chief and account executive (at right) haggle while rain-soaked boss fumes on the other end of the wire. This results in client arriving at agency to meet with president who is still held up at a service station with stalled auto.

How to Lose Business by Telephone

Situation winds up with infuriated client delivering impromptu lecture on telephone manners to trembling account executive, secretary and switchboard operator.

Agency head flips and account executive looks sick when copy chief explains that agency has lost the account. Movie then shows how the entire snafu could have been avoided by the proper telephone technique. Running time of the picture is 28 minutes.

It ACTUALLY COSTS LESS to produce the best typewritten copies!

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The unbeatable combination of quality and low cost is yours with HURON COPYSETTE. It costs less because the easy HURON COPYSETTE method speeds typing preparation and carbon removal time . . . more work is completed every hour! Efficiency, high reading quality and cleanliness are the immediate benefits you expect **and get** when you use HURON COPYSETTE.

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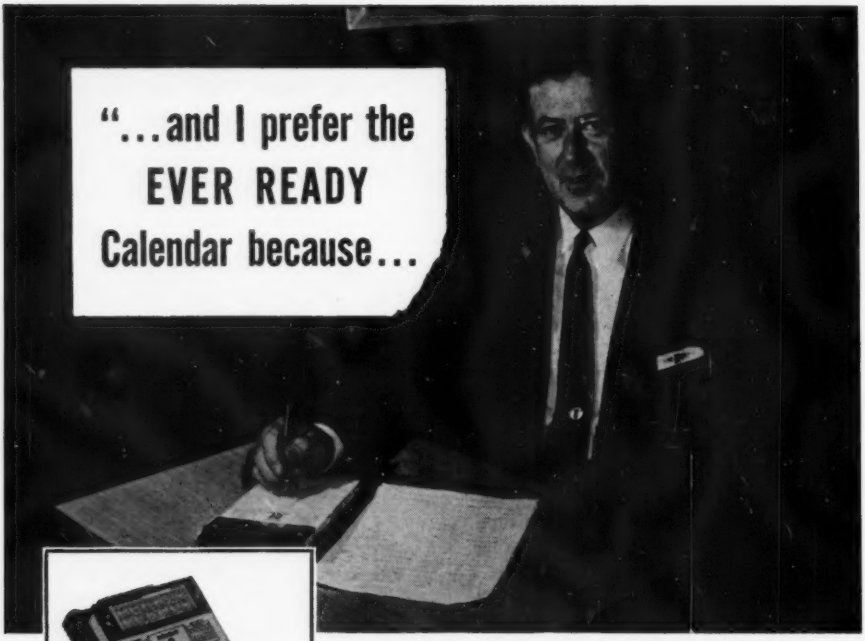
For More Information Circle No. 295



Ed Moulton, Manager of Sheeting Department, Fieldcrest Mills

One of the many styles of Ever Ready Calendars. No. 55—Page Size 5" x 8"

. . . the extra magnifying power of the top window makes the twelve month calendar really useable. And, believe me, that *key slot* idea makes it so easy to remove page stubs or to insert new refills. Then, too, I like its adaptability; it goes so well in my office."

Ever Ready Calendars have always been the choice of busy executives. Now they are finding that the new *desk mate* colors — Desert Sand and Mist Green — match other accessories; make it so easy to carry out an office decorating scheme. And when you consider Ever Ready's other popular colors and several page styles — you'll agree it *makes sense* to buy Ever Ready. It pays, too, as your dealer will tell you. Ask him today.

The EVER READY Calendar

EVER READY CALENDAR MANUFACTURING CO.

150 BAY STREET, JERSEY CITY, NEW JERSEY

For More Information Circle No. 284

New MASO BOOKCASES

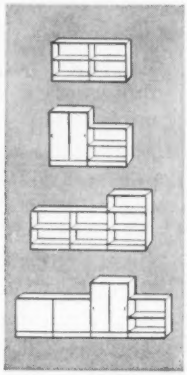
LOW-COST

SMART • STURDY • VERSATILE

42" MODEL

MASO new bookcases, with decorative design and beautiful finish, have a wide variety of uses. Attractive as corner or wall bookcases — individually or grouped; island dividers; counters. Provide working, shelf or counter area; office or stock room storage.

Group arrangement of 29" and 42" Units



Choice of finish to blend with modern office or store furnishings: Desert Tan, Mist Green, or Gray. Adjustable shelves. Open, or choice of two types of sliding doors—steel or glass. Finish is baked-on-enamel. All models in 12" or 18" depths. Readily convert to door or basic unit style.

OUR 26th Year

MASO

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(Office Equipment Division)
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Please send your FREE CATALOG giving complete information on new MASO bookcases and supply units.

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Title.....

Company.....

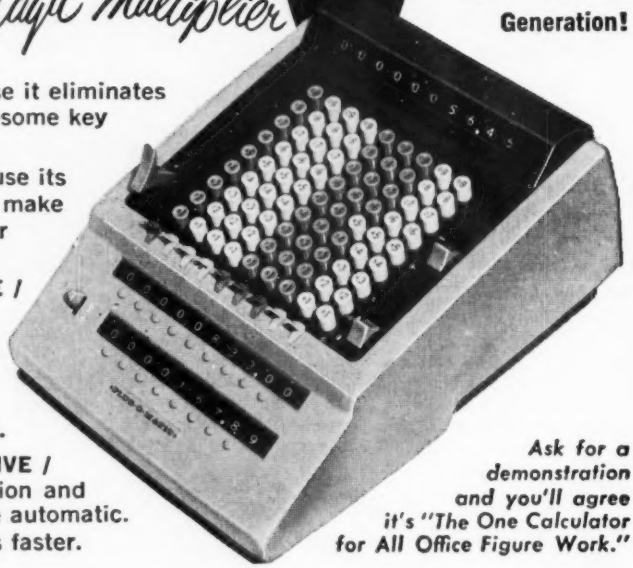
Address..... (City) (Zone) (State)

For More Information Circle No. 299

FAST SIMPLE ACCURATE PRODUCTIVE

IT'S THE *All New*
PLUS-O-MATIC
ADDING CALCULATOR WITH
Memory Register AND
THE EXCLUSIVE *Magic Multiplier*

The FIRST Major Development in Key-Drive Calculators in More Than a Generation!



FASTER / because it eliminates thousands of tiresome key depressions.

SIMPLER / because its minimal controls make operation easy for everyone.

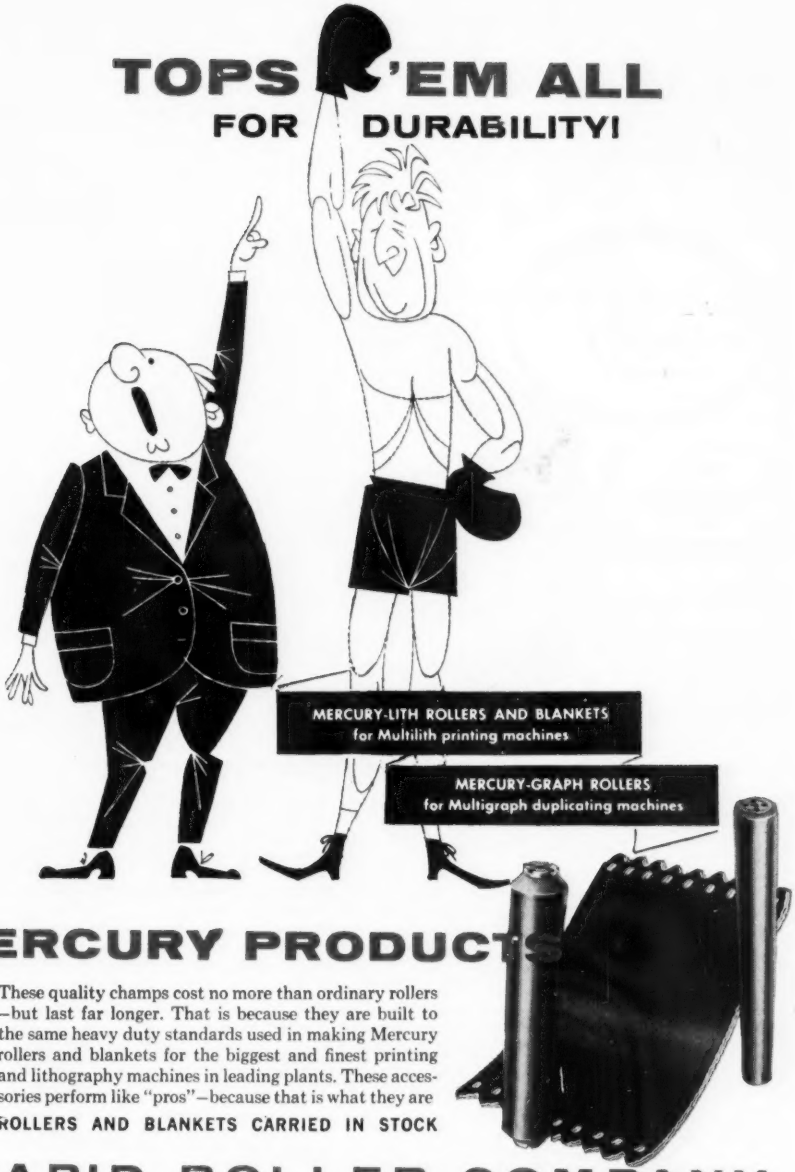
MORE ACCURATE / because multipliers are displayed in the **MAGIC MULTIPLIER** dial.

MORE PRODUCTIVE / because subtraction and accumulation are automatic. No machine adds faster.

Ask for a demonstration and you'll agree it's "The One Calculator for All Office Figure Work."

PLUS Computing Machines Division
CONTROL SYSTEMS, INC.
5 Beekman Street, New York 38, N. Y. • REctor 2-0045
Representatives in Principal Cities
For More Information Circle No. 449

TOPS 'EM ALL
FOR DURABILITY!



MERCURY PRODUCTS

These quality champs cost no more than ordinary rollers —but last far longer. That is because they are built to the same heavy duty standards used in making Mercury rollers and blankets for the biggest and finest printing and lithography machines in leading plants. These accessories perform like "pros"—because that is what they are

ROLLERS AND BLANKETS CARRIED IN STOCK

RAPID ROLLER COMPANY

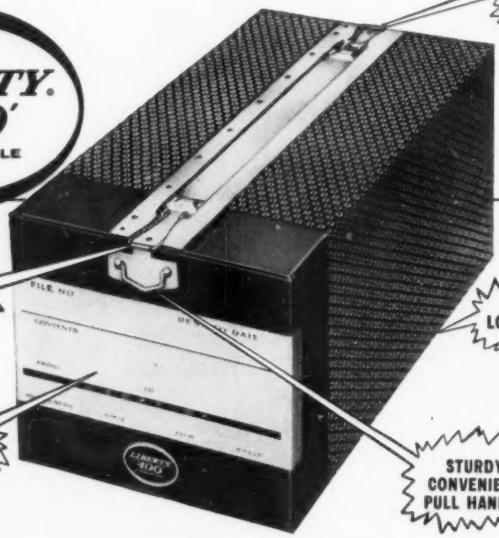
MAIN OFFICE AND FACTORY: FEDERAL AT 26TH STREET • CHICAGO 16, ILLINOIS
EASTERN SALES OFFICE AND WAREHOUSE: 218-224 ELIZABETH AVENUE • NEWARK 8, N. J.

For More Information Circle No. 456

new convenience
new styling

new from top to bottom!

LIBERTY. '400' STORAGE FILE



The storing and housing of inactive office records is made easier, more convenient, with the new Liberty '400'.

End-Product of a 2-Year Development Program, the NEW '400' File brilliantly solves the objectives of quick, easy **Positive Locking . . . Flat Top Closing . . .** of **One-Piece Construction** . . . and of handsome **Front Office Appearance.**

The NEW '400' File exceeds the quality, efficiency and advantages of any other corrugated box-type file on the market on every point of comparison . . . while retaining famous Liberty *Economy* and *Efficiency*. Made of economical high-test corrugated fibreboard to withstand hard usage.

Get all the facts and you'll agree that the NEW '400' File is the most modern answer to the problem of housing inactive records!

Bankers Box Products, famous since 1918, are distributed coast to coast and in Canada, by office supply and equipment dealers. Ask your dealer to show you the new '400'.

BANKERS BOX PRODUCTS

BANKERS BOX COMPANY
2607 North 25th Avenue • Franklin Park, Illinois
GLadstone 5-7700 • (Suburb of Chicago)

specializing in record storage equipment since 1918

For More Information Circle No. 338

TAKEN FROM OUR OFFICE RECORDS
(name on request)

Mr. Walter A. Wentworth
Allied Carbon & Ribbon Mfg. Corp.
165 Duane Street
New York 13, N. Y.

Dear Walter:

Since the Chicago Convention I have intended for some time writing you regarding our continued enthusiasm for the Flagship carbon and ribbon line. As you know we have been in business only going into our eleventh year; and of course when we started in 1946 we had no major line. Therefore it was necessary that we buy what we could get and that of course was an open line. Then, through an act of the Fairy Godmother, you folks came along and offered us your line. However, we did not buy it until your established Birmingham dealer had communicated with us giving us his positive assurance that the line was among the top brands regardless of who they were.

We thought there might be others in some of your territories who might be contemplating adding a new line of carbon and ribbons, or making a complete change to another line, and we would like to add our little bit in wholeheartedly recommending the quality, advertising claims, and the unexcelled service that Allied Carbon & Ribbon Manufacturing Corporation offers its dealers.

Walter, I sure would not want to overlook the willing help and assistance rendered in our territory by your capable representative, John Robinson, and our relations with your fine firm have been, I believe, the most pleasant of all manufacturers that we represent; and I hope our continued mutual relations will project much bigger and better business throughout the year 1959.

With warmest regards,

(name on request)

continued enthusiasm for Allied line

positive assurance line among top brands

wholeheartedly recommend quality

unexcelled service

relations most plesant of all manufacturers we represent

ALLIED

CARBON AND RIBBON MANUFACTURING CORPORATION

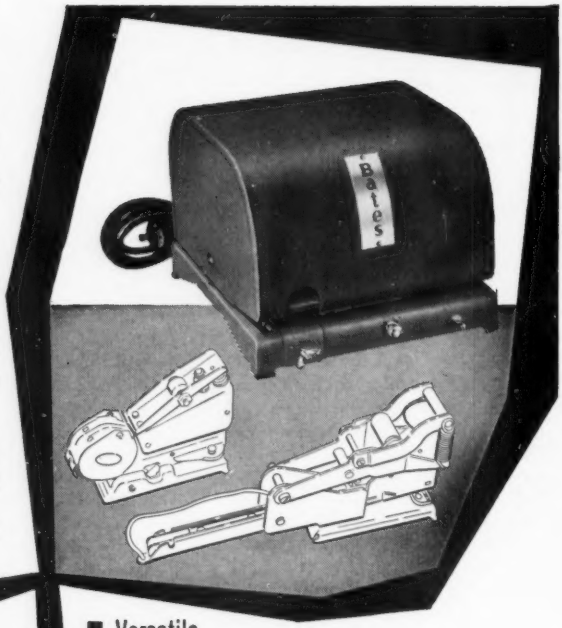
General Offices and Factory: 165 Duane Street, New York 13, N. Y.
Western Office and Warehouse: 3425 So. Main, Los Angeles 7, Calif.

For More Information Circle No. 275

LIGHT DUTY
HEAVY DUTY
DOUBLE DUTY

BATES ELECTRIC STAPLER

MODEL C-H30



- Versatile
- Staples everything from 2 to 100 sheets
- One electric unit with interchangeable Model C and H-30 electric heads*
- For everyday use: "C" head with 5,000 brass staples to a load
- For heavy duty jobs: "H-30" head using high-carbon, chisel-pointed staples, up to 100 sheets. Holds 280 staples—¼", ⅜", ½"
- Only seconds to change heads

*May be purchased with either or both of above described heads.

Bates '56' Electric . . .
Automatic, staples at touch of paper. Standard staples, adjustable depth gauge. Removable, interchangeable stapling unit. Soundproofed.

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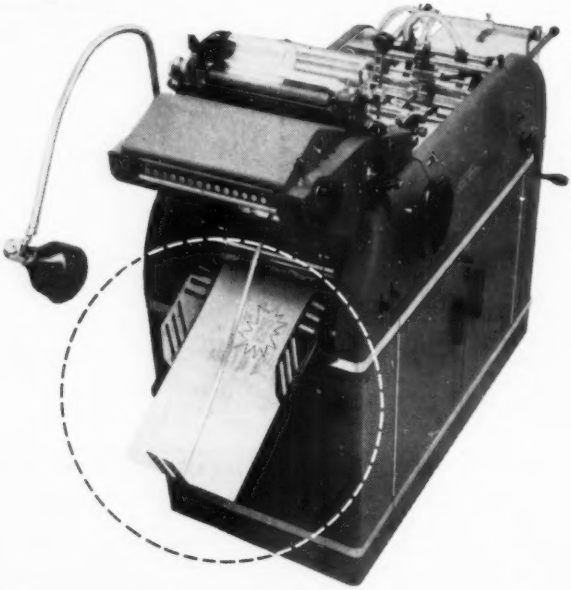
PRODUCE saddle-stitched catalogs from 11" x 17" flats.

ARE INTERESTED in the *savings* to be gained from "multiple-up" runs for higher volume production of 8½" x 11" or smaller format pages.



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LARGE SHEET DUPLICATING OFFERS ADDED BENEFITS

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FOR COMPLETE INFORMATION on the new Multilith Class 1250 W Duplicator contact your nearest Multigraph representative.

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Cutting costs is our business

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A Tabulating Card System for Indexing Production Machines

GEORGE CLAYTON FIELD
Routing Planner, Cutler-Hammer, Inc., Milwaukee, Wis.

AS A PIONEER manufacturer of electrical controls, our products range from giant lifting magnets, large mill control equipment and newspaper conveyors, down to small wiring devices and tool handle switches. For each of the parts that we manufacture, production orders are written from master order records, called "routing cards." The routing cards are records of manufacturing operations, standards of measured hours, production machines and materials required to produce the thousands of parts for the various products. The routing, tool, manufacturing, production and standards departments all contribute their knowledge and experience to help produce the best possible methods on these cards.

In years past, it was considered necessary to keep an index file of various production machines shown on routing cards, so that, in case of transfer, removal or addition, the operations could be transferred or changed to suit the physical conditions. This indexing of production machines by the parts number required approximately 250,000 2¼″ x 3″ cards. The number of each production machine used in the manu-

The old index of production machines was kept on 250,000 small cards. It cost Cutler-Hammer, Inc., $5000 a year to keep this file up to date. To make a survey of data in the file used to cost $600. A survey of the same records on punched cards now costs only $25.

FOR PART NO. PORTION OF ORDER NO. | FOR VARIABLE PORTION OF ORDER NO.

ISSUED TO DEPT. N5 C7B C12 C7F PAGE ___ OF ___ ORDER NO. 17-7476 A89-62581 DATE

PART NAME SW FRAME DRAWING NO A ORD. BY

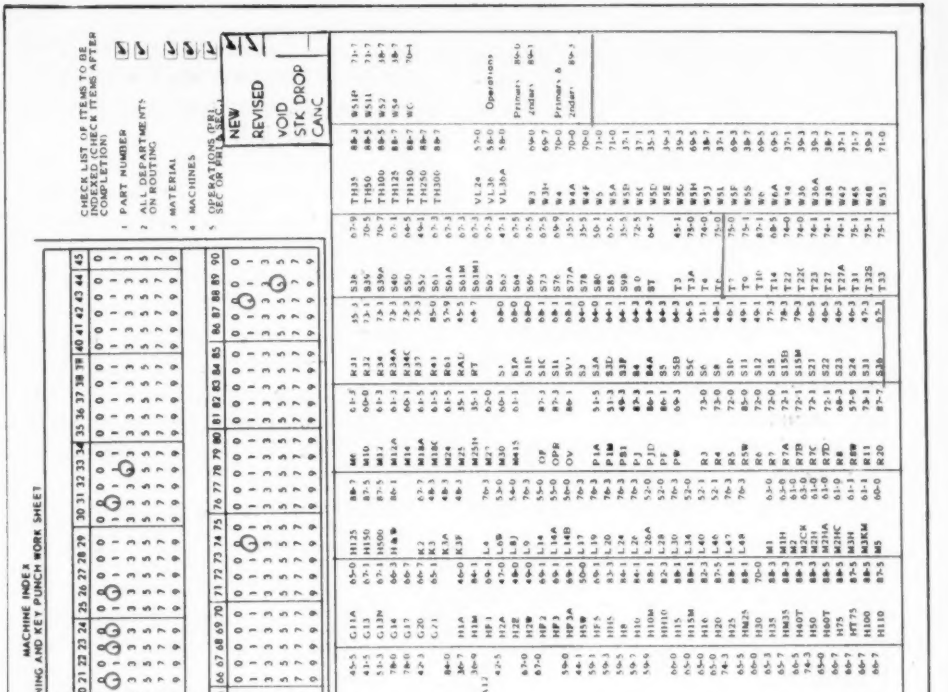
SUPERSEDES ___ ROUTING ISSUED 7-2-59 ROUTING REISSUED ___ PART NO. 17-7476 AMOUNT ORDERED 10000

SIMILAR TO PART NO 17-6958 PLR. DRP BJS GCF DEV NO ___ APPROX. TOTALS ___ MOD ___ MIN. AMT. REQ'D ___

DELIVERY SEQUENCE	DESCRIPTION OF OPERATIONS	No Mach Oper	OPER	NO. SET UPS	S. U.	MH/M	MEAS'D HRS. PER M PCS	ALF	SET UP HRS.	OPER.	DEPT.	MACH. GR. NO.	TOOL NO. CONTR. STK. NO.	SEX	SCHEDULE DATE QUANTITY REQUIRED
	SLIT STK 3" W						.134	S	.7	1	N5	S31		M	15
	CHG STP DIE					TPO	000		2.0	2	C26	S99		M	15
	PRC STP EXT LANCE BLK 105 RPM R F						.316	B	1.0	3	C7B	A3N	106172K	F	14
	6 STPS L-1 1/2" 1600 PCS/ROLL												144530G		13
	1 PC/STROKE PART STTEN MALE LOAD														12
	CHG DIE					TPO	000		1.0	4	C26	S99		M	11
	1ST FORM EMB WINGS						1.51	H	.5	5	C7B	A2.5N	105687K	F	10
N5													144526G		9
C7B	ZN PL /50-407-2 RD 1500-74 1800 V7							B		6	C12	88B		M	8
C12	FIN FORM						1.09	S	.5	7	C7B	A2.5N	105676K	F	7
C7B													144530G		6
C7													144593G		5
C12	TAP 2- #6-32 HOLES						.538	S	1.0	8	C7F	T4	106176K	F	4
MC103	DEGR					NC	000			9	C12	D25		M	3
															2
	STL 3 X 1 1/2"	17-6958			B		906-59				N5		4 2/10 FT		420 FT 1

PART NAME	SIZE	PART NO.	DRAWING NO.	STOCK NO.	CLASS	DEPT.	QUANT PER UNIT	AMOUNT FOR 100 UNITS WASTE INCLUDED	ANN. Q. 8100 EST
REMARKS				MAX LOT	ECON. ANN	MIN LOT		MAX. H.S.M. = MIN. ASM	B. STD COST
					30M	4M		QRC	RATIO

The manufacturing order and routing card (above) is a record of the manufacturing operations, standards of measured hours, machines and materials required to produce each component of a product.



The machine index and key punch worksheet.

facture of a given part and shown on the routing card was normally indexed. The cost for indexing and filing due to the many changes of methods and machines, and continuous product development, was about $5000 annually.

In 1954, after maintaining this index for more than 20 years, it was decided to abandon it because it was used so infrequently that we could not justify the cost of maintaining it. Index information, if and when required, was obtained by making file surveys which cost approximately $600 each. If we accumulated our needs for such information, we could make two file surveys per year and cover the cost with an annual expenditure of about $1200. This gave us more information than just where production machines were used and at a considerable saving.

In 1956, Cutler-Hammer, Inc., became more active in cost reduction and purchased new production machines. The new machine purchases had to be justified. After their installation, parts had to be assigned to the new machines so that fabrication could be accomplished at reduced cost. Our many cost reduction studies proved to be invaluable, but called for more production machine file surveys than we could economically furnish.

H. A. Biesen, then active in the cost

STOCK [✓] MOD ON STOCK [ ] NON-STOCK [ ] PART NUMBER 17-7476

CHG. NO.	ROUTING PAGE AND LINE NUMBER CHANGED	MATERIAL LIST PAGE AND LINE NUMBER CHANGED	Reason For Change	Date & Planners Initials	DUPLICATOR OPERATOR SEND WHITE COPIES TO: Est.	Stores	4th Fl Serv.	Inventory Ex Not.	D.C. Rtg.	RE-ISSUE With Chg	W/O Chg.	TAB SECTION & INTRA DEPT. ROUTING DATA Proc. Seq.	Typist	Chg. Clerk	Dupl.	Index File	Mach. Tab Plan	Index Card Tab Oper.	File
1.	NEW RTG.			D.R.P. 6/30/59 DJS	✓	✓	✓	DWC AM				4	✓		✓	✓	✓	✓	✓
2.	① 13-14		4	C.C. 8/11/59	✓			J AM				1	✓	✓	✓				
3.	① 11		4	C.C. 8/31/59								1		✓					
4.	① 9		4	G.C.F. 9-1-59								1	✓	✓	✓				✓
5.																			
6.																			
7.																			
8.																			
9.																			
10.																			

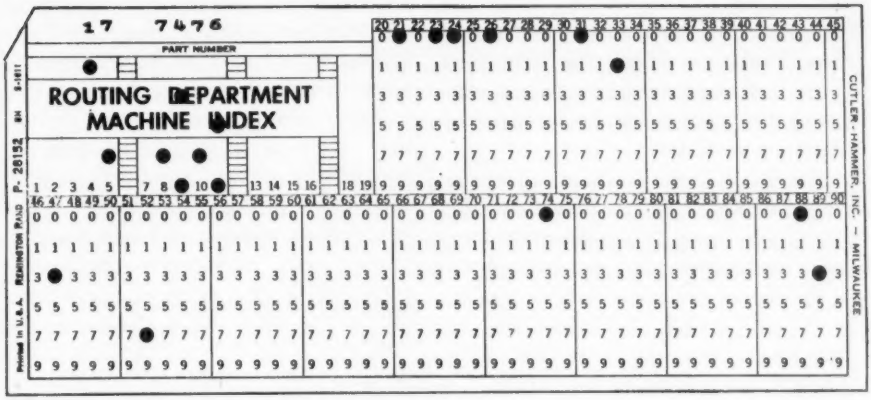
REASON FOR CHANGE
1. Drawing Change
2. Tool Notice
3. Shop Note
4. Spec. Card

DUPLICATOR OPERATOR ON DIRECT CONTROL ROUTINGS
1. Stamp Yellow Edge Master
2. Send Hard White Copies to E46
3. Date all Hard White Copies

OPERATION SEQUENCE
1. Chg. Clerk — Dupl. — File
2. Chg. Clerk — Dupl. — Index File — File
3. Typist — Dupl. — File
4. Typist — Dupl. — Index File — File

CUTLER-HAMMER, INC. ROUTING MAINTENANCE RECORD

This form records the changes made on routing cards and directs the processing of changes through the departments involved. It is on the reverse of the worksheet on page 81.



A factory machine index tab card punched according to the worksheet on page 81.

reduction and new equipment program, requested that Mr. Morris, our routing department manager, re-establish the index of production machines that was discarded in 1954. Mr. Morris agreed to study the problem. It was an established fact that the old discarded index was inefficient and uneconomical. The 250,000 small index cards were handwritten, one card for each production machine shown on the routing card. They were filed by machine group number. For example, "4N" indicated a No. 4 Niagara Punch Press, "8B" symbolized a No. 8 Bliss Punch Press, etc. Each index card was headed with this type of machine group number, and below it was shown the part number of the routing card on which it was used. File drawer dividers were marked with the various departments and cards were filed according to the department in which used.

It was obvious that the old index was not a solution to the problem. We wanted something that would give us not only machine group numbers but also some of the other items that we got with file surveys. Mr. Morris asked the tabulating department for a method but they held out little hope of success for the venture. The project became a challenge which Mr. Morris readily accepted. He and Max Winter, assistant to the manager of our routing department, went to work upon it. Mr. Winter had spent some time in the tabulating department and was somewhat familiar with punched card systems.

To begin, it was necessary to analyze our needs and the capacities of a tabulating card. It was desirable to index as much of the routing card information as possible on one punched card. The primary requirement was to index all essential production machines from one routing card on one tabulating card. To know in what department the machines were used, it was necessary to index the departments also. In addition, it was found possible to index classes of materials by shapes and substance. The operations could be classified as being primary, primary and secondary,

and secondary, as explained in the description on the planning and worksheet. This worksheet was conceived as the best means of indexing and converting the machine group numbers to tabulating numbers.

The plan of the machine index and key punch worksheet can be more easily understood if the reader will look at the illustration of the one on page 81. At the top of the sheet there is a tabulating card layout and below are the departments, materials, machine numbers and operations. At the left in the column are the machine group numbers that appear on our routing cards, as well as the departments; kinds, shapes and form of materials, and the type of operations used. At the right of each machine number in the column is a tabulating code. For instance a D7 machine signifies that the operation is performed on a single spindle drill press. The number 42-0, at the right of the machine number, is the machine group number. These symbolize all varieties of drill presses, punch presses, screw machines, hydraulic presses, all types of welding machines, soldering, riveting, sand blasting and heat treating equipment, etc. Every machine and its department are indexed. Most finishing machines are not indexed because they are covered by a classification program with another index.

The materials are classified into shapes and kinds as follows: ferrous, non-ferrous, non-metallic, bar (round, square, and hexagon); castings, plastics (molded); tubing (all materials); roll stock (on reels); flat (strip and sheet material); wire; parts; and miscellaneous raw material shapes (angles, extrusions, channels, Z bars, etc.) Operations are described as being primary, primary and secondary, and secondary. As used here, "primary" signifies that a part is made of raw material on one production machine exclusive of finishing operations such as plating, painting or tumbling. "Primary-secondary" signifies, that in addition to being made of raw material, secondary operations are performed such as forming, drilling and fabricating other than finishing and tumbling. "Secondary" is used when operations are performed on parts or parts assemblies rather than on raw materials.

In addition to using this worksheet for punching cards, it was found possible to use the reverse side to record changes made on routing cards and to direct the processing of changes through the departments involved. The worksheet was to be filed with the routing card as a constant record, not only as a history card to help planners remember why they made changes but as a review, when processing the changes, to be sure everything is covered. To mark the worksheets for punching cards, the departments, materials, machine numbers and operations affected are underlined in red and the card numbers at the top are circled to correspond.

After the system was completely planned and outlined on paper, it was necessary to be sure of its value, before requesting money for its installation. Messrs. Morris and Winter called a meeting of shop foremen, manufacturing engineers, standards men, and other key personnel, to discuss the possible benefits that such a system could provide. As a result, they received a go-

INDEX OF PRODUCTION MACHINE USAGE

Project No. 61
Date Received 11/4/58

1. Routing Department
Project Description All HSM and ASM parts, using bar materials which are milled on the M10, M12, M12A, M18A, M18C and on the S15.
Requested By R. LENT Dept. C85

Purpose Cost Reduction — Purpose - To buy milling machine

Anticipated Savings $5000.00

Date Information Required 11/14/58 Normal Time ☑

Require 1. Cards only ☐ 2. List only ☐ 3. Drawings ☑ 4. White Copies ☑

2. Tabulating Machine Section

Received Date 11-5-58
Requested Date

C59C	Col.	Position	No. Card	Est. No. Cards
Step 1.	28	0	8500	8600
Step 2.	32	1	7000	7000
Step 3.	✓ 60	0	300	?
Step 4.	✓ 61	3	200	
Step 5.	61	5	200	
Step 6.	✓ 77	3	13	
Step 7.				
Step 8.				
Step 9.				
Step 10.				
Total Cards				

Total Project Time 6 Hrs Interfile Sub Sort ☐ Hold Master Cards for revision ☐

Remarks Cards in step 2 are sorted for step 3, 4, 5, and 6. Need only to keep cards in step 3 through 6.

3. Routing Department

Received Date
Date Sent 11/14/58

	Total Time
Drawings	
White Copies	
Est. Net Savings	

Remarks Project given to D. Nelson.

Check Project Result
1. 6 Month - Date 6/1/59 Result Savings $4500.00
2. 1 Year - Date _____ Result _____

An example of a survey project which indicates how the tabulating cards were sorted. Making a machine survey this way costs Cutler-Hammer, Inc., about $25 compared to their former manual method which cost $600.

ahead signal; the appropriation was granted and soon the project was under way.

Providing tabulating machines for this work was no problem because we were already using them for requisition cards. The machine index and planning system merely added to their utility. Our main expense was preparing the worksheets, punching the cards and providing files for them.

It was decided to index only the production machines for stocked parts. This involved about 32,000 routing cards. After the worksheets and cards were printed, a working program was set up for our planners and key personnel of the routing department. A schedule of overtime was organized for Saturdays. In two months the indexing of production machines was established on punched cards. By August 1, 1957, we began to make cost reduction surveys by index sorting projects. A study of the following examples will give some idea of the benefits derived from these surveys:

1. Survey No. 6 located all automatic screw machine parts with secondary tapping operations, so that we could determine if purchase of a hopper feed tapping machine was económical.

2. Survey No. 37 located parts turned on a large bore turret lathe with secondary drilling operations, to determine the economy of purchasing an automatic drilling unit which could be mounted on lathe's turret to do the secondary operations.

3. Survey No. 90 located parts that were slit in Dept. N5 and then processed in Dept C7B to determine the economy of stocking material slit to width or to purchase a slitter for Dept. C7B.

To date we have made more than 90 machine index survey sortings at a cost of approximately $25 each. If we had been required to search our old file to find the machines, we would have spent a great deal more time and money. At the rate of $600 a search, 90 such searches would have cost us over $54,000 over a period of about a two years. This, of course, would have discouraged our cost reduction activities in these areas. Now that the system is set up, we find it easy to get desired information with a minimum of effort, and we consider it a very worth while venture.

Approximately 600 different production machine numbers can be indexed on one punched card with complete routing on one card and space for future expansion. We use 32,000 cards compared with 250,000 of the old index cards. Our maintenance cost is $800 a year compared to $5000 with the old system. It costs us $25 per sorting compared to $600 per search previously. The tabulating card index allows us to locate parts made on specific machines, in specific departments; by combination of the materials, machines and department; by basic material, for cost reduction, standards applications and new tool applications to machines.

Many other manufacturers may develop a system of their own and profit by studying the application we have made in this instance. There are many uncharted courses yet to be sailed by the ship of resourcefulness, and we hope that our venture may be of help to others.

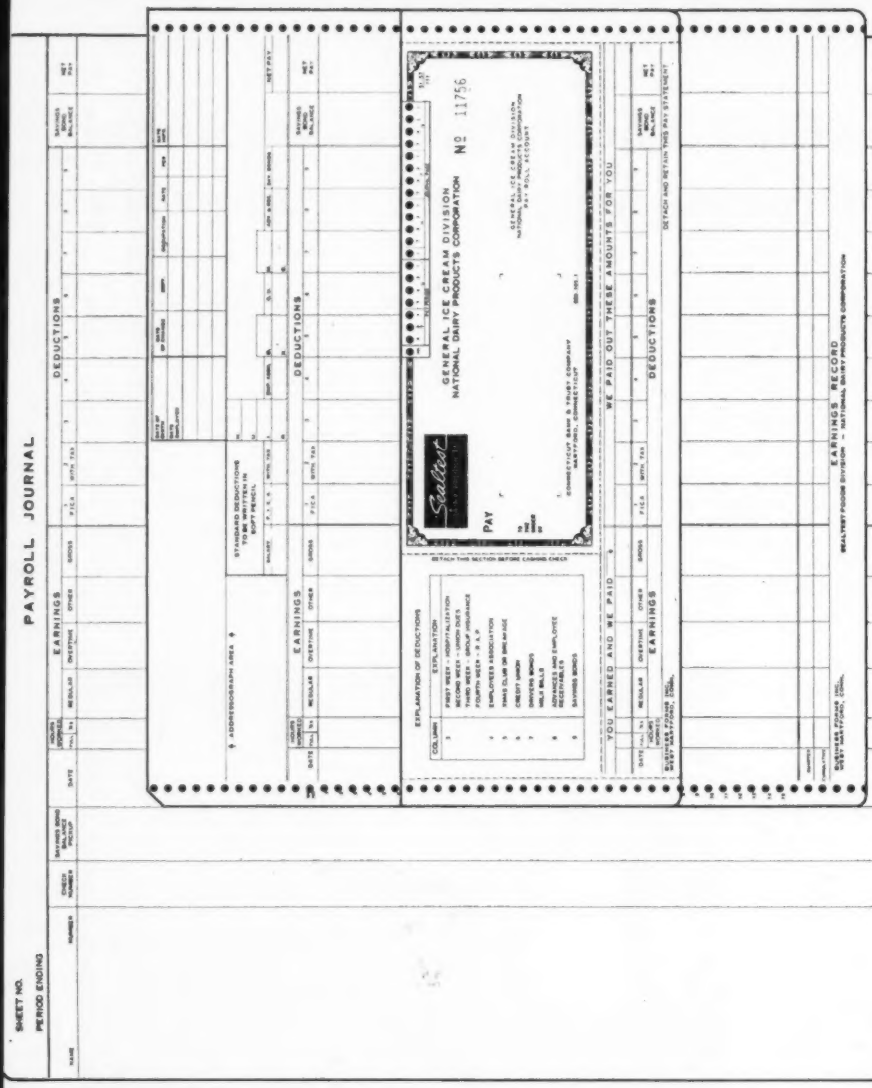
Machine Allows Same Personnel To Process Much Larger Payrolls

WHEN THE PAYROLL of another district was transferred to the financial department of the Sealtest Foods Div., National Daily Products Corp., payroll operations in the Hartford office increased some 85%. Despite this heavier workload, the office is processing payrolls at a faster rate than before. Paychecks are now ready earlier in the day, and previously existing overtime has been eliminated.

The office previously had prepared and computed its payroll manually. Department heads would send in payroll sheets or timecards showing the days and hours worked by each employee in the respective departments. Earning cards mounted on a pegboard gave the pay rate, deductions, etc., for each employee. From this information, the clerk computed hours, overtime, gross and net pay.

In each case, the clerk had to refer to the pegboard for data on the em-

A linefinder automatically positions Sealtest's payroll forms in a Monroe President Accounting Machine so that entries are made on the correct line. They now process 85% more payroll work with the same personnel and without overtime.



The accounting machine makes simultaneous entries on the payroll journal, earnings record and pre-addressed pay check. Forms were designed by Beekley Corp., West Hartford, Conn., for Sealtest Foods Division's Hartford office.

ployee whose pay she was computing. When she had computed the net pay, the figure had to be proved before the check could be written. Then, to prove the paychecks before distribution, she had to add the journal. While it worked, this system was time-consuming, open to human error because of the constant transcription, and resulted in overtime for the financial department during vacation periods or whenever a holiday occurred within the working week.

It was decided to eliminate the manual figuring and transcription, mechanize the journal, card and check entries, and thus speed the entire payroll operation. After considerable study, management decided to set up a one-station payroll system based on a Monroe President Accounting Machine with an automatic linefinder. Speed and accuracy in the new payroll operation would allow handling the additional work from the other district without increasing personnel or incurring additional overtime. As it worked out, overtime was eliminated completely and the larger payroll is being handled with greater speed with the same employees.

In preparing the payroll, the clerk inserts into a Monroe President Accounting Machine the payroll journal where all earnings and deductions are accumulated. From the earnings cards and pre-addressed checks which the clerk has next to her, she takes the appropriate earnings card and places it in the linefinder which automatically positions the card at the correct posting line. The clerk enters the check number and drops the appropriate check into the back slot of the linefinder. Hours worked, gross pay and overtime are next entered and the machine automatically totals gross pay for each employee.

If group insurance or other deductions are to be taken, it is entered on the machine and automatically computed. The machine automatically adds in pay columns and subtracts in deduction columns. When all data has been entered, machine automatically advances and calculates net pay which is entered on the paycheck. At the end of the operation, the check and earnings card are automatically ejected. The entire cycle of operations is triggered by the forms themselves as they are dropped into the machine. Sealtest's forms were designed by the Beekley Corp.

When the checks are completed, they are put through a check protector and tapes of the protected amounts are used to reconcile the bank account for the payroll period. Checks are then signed.

When the journal page is completed, the accounting machine automatically enters that page's totals for gross pay, social security, withholding tax, savings bonds, and net pay. Timecards containing the original hours-worked information are then gathered for payroll distribution.

With this system, the Hartford office now handles over 525 checks per week, in addition to some 70 monthly, in less time than it used to handle its own division's 300 checks. Overtime in the payroll department has been completely eliminated and human error, incidental to a manual transcription system, has been replaced by machine verified accuracy.

File System for Busy Doctors

IT USED TO TAKE five full-time girls and one part-time assistant to handle the clerical-accounting work in the offices of the Norwalk Medical & Surgical Clinic, operated by Drs. Victor and Gilbert Marrero in rapidly growing Norwalk, Calif., a Los Angeles suburb. Now, these same functions are handled by two girls in an average of three hours a day less than was formerly required. This has been brought about by a file reorganization which proves, among other things, the value of mechanized filing in a busy doctor's office.

The Drs. Marrero opened their offices in 1950, choosing Norwalk because it is one of the centers of the rapidly growing Southern California industrial community. Both residentially and industrially, the area has multiplied since that date. Some 3000 families are using the doctors' services. Every patient has a record on file in the office. In addition, there are another 3000 records on inactive status. This combined volume is sufficient to pose a storage problem in a medical office.

Between them, Drs. Marrero see between 75 and 100 patients a day. The clinic includes the services of a registered surgeon, radiologist and urologist. As they added medical services for their patients, their office could not keep up with the growing workload.

A prime problem was filing and finding. Records were not kept together by families, so that if a parent decided to have a second child examined during an appointment set for another child, the doctor had only the first child's record at hand and had to wait until the second child's chart was pulled. An obvious conclusion arrived at therefore, was that since the Marreros' practice is primarily a family one, the records on each member of the family should be filed together.

(Continued on page 132)

Patients' punched cards are filed alphabetically in the Kard-Veyer at right. Cards carry the terminal digit index of patients' folders filed on the shelves.

Teletype and Duplicator Save Rewriting Sales-Service Orders

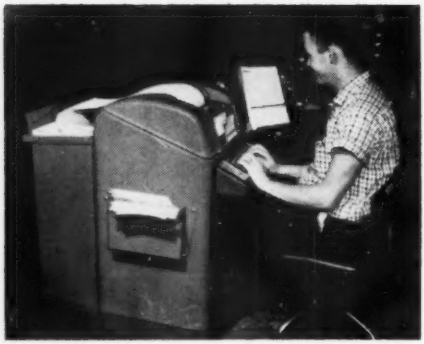
THOMAS R. THOMPSON, Office Manager, Schramm, Inc., West Chester, Pa.

LIKE MOST COMPANIES, we attempt to offer our customers very fast service on parts shipments. Our order-writing problem, however, is complicated because it is divided into two sections. Sales department order writing takes care of all compressor, tool and accessory orders, whereas the service department handles all parts orders. Our goal was to provide a system that would insure one writing for both order and invoice, for both departments, and provide the speed in distribution of shipping papers that is required for parts orders. A set of marginally punched order-invoice forms, designed by Manifold Systems Co., and the installation of Teletype units has accomplished this goal.

Orders for compressor units and accessories are edited and typed in the sales department, using an electric typewriter and a spirit master form. After typing, the master is sent to our billing department for running a six-part order set through a Ditto D-75 duplicator. On all compressor orders, a shop order is added to the set. After distribution of shipping and production papers, the master and customer's order are sent to an open order file. After shipment, they are pulled, invoicing information added to the master and the invoice set is run off and distributed.

In preparing a parts order, the master Teletype produces three copies. The original is a spirit master, the next is the inventory-billing copy and the third is a follow-up copy that is retained in the service department and filed in open

After editing, compressor orders are typed on a spirit master (above). Then the billing department runs off an order forms set.



Parts orders, written on a Master Teletype, comprise three copies: spirit master, follow-up and inventory-billing copy.

trays. One file is for open orders, one for current month shipments, and one for prior month shipments.

Immediately after typing, the follow-up copies are dropped in their proper alphabetical sequence and are readily available to answer any inquires that may be received pertaining to the order, in addition to serving as an expediting copy. Following shipment, the copy is pulled from the open order tray and filed in the shipped tray. Use of these trays has cut better than 70% from the time required to log these orders.

The inventory-billing copy and the spirit master are routed from service, three or four times daily, to our inventory control department. They pull the items from their inventory cards, and write the list price and cost information opposite each item. From here the papers go to billing and, upon receipt of the shipping papers, the order masters are completed on a Burroughs billing machine. The cost information is totaled and printed at the very bottom of the 8½"x11" master. Since all invoice copies (except the cost and accounting department copy) are 8½"x 10", this cost information does not appear up on any other copies.

The slave Teletype, located in our parts shipping department, also produces three copies. The original is the shipping-billing copy, the second is the packing list with the customer address portion perforated for use as a shipping label. The third copy is 100-lb. manila tag stock perforated every half-inch below the heading so that each item ordered by the customer can be identified with a tag. These are torn apart and, by inserting a tag wire through the marginally punched hole, are attached to the machine parts. The header portion is filed numerically after shipment by the parts shipping department as a record showing date and method of shipment.

The Teletype units have all but eliminated running back and forth between parts shipping and service to take care

Follow-up copy is filed alphabetically.

Schramm, Inc.

MANUFACTURERS OF AIR COMPRESSORS
TELEPHONE OWEN 6-2500
WEST CHESTER PA

ORDER MASTER

PRICE APP | SCHRAMM ORDER NO | ORDER DATE | CUSTOMER ORDER NO AND DATE

INVOICE DATE (DATE FROM SALES)

TERMS APP | TERM | PROD CODE | PREPAID | COLL | F O B | HOW SHIP

DATE SHIPPED

TERMS | DISCOUNT | TAX CODE | MODEL NO | SERIAL NO

ORIGIN

SHIP TO

ENTER C.O.D. & AMT. IN THIS BLOCK

P P
C O D
TOTAL

ITEM NO	PART NO	DESCRIPTION	QUANTITY ORDERED	QUANTITY SHIPPED	UNIT PRICE	AMOUNT

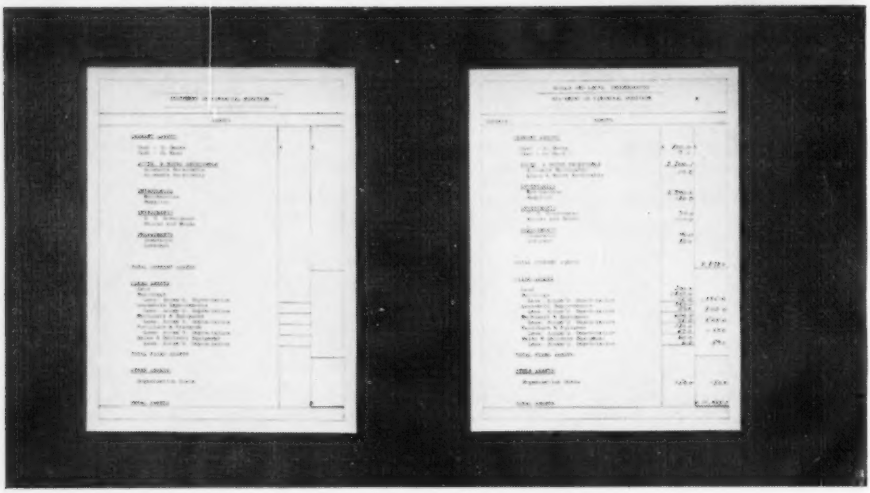
P2390

DO NOT TYPE IN THIS AREA

TOTAL MATERIAL COST
TOTAL HOURS

FORM 231-1

The parts order master from which all necessary copies can be duplicated. The form used for air compressor orders is quite similar to the above except that there is no horizontal ruling for items.



1 First-period statements or reports: Write or type repetitive headings and other data.

2 Make a "duplicate original" copy on your Ozalid machine. File original. Fill in current figures on the "duplicate original."

NO REPEAT WRITING... EVEN ON PROFORMA REPORTS..

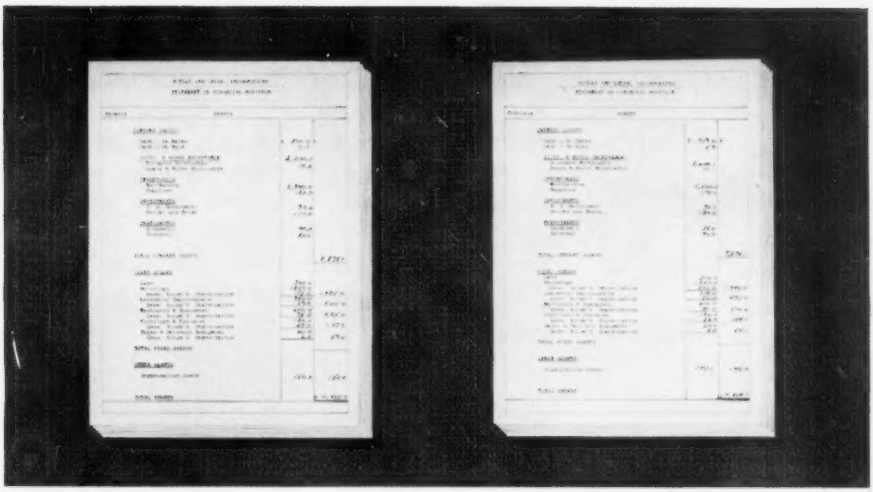
New low-cost Reprofax Viking takes all standard accounting sheets up to 18" wide by any length. No venting required—can be located anywhere.

Now you can prepare proforma or periodic status reports in a fraction of the time formerly required!

With an Ozalid direct copy system, you stop spending time and money rewriting and proofreading repetitive descriptions, headings, or figures. You add only the latest data each time a report is prepared . . . your Ozalid direct copy machine does the rest. Reports are ready days earlier—and clerical costs are cut to the bone.

OZALID

For More Information Circle No. 256



3 Make sharp, black on white copies—in seconds. If there are several pages, your report will be automatically collated in correct sequence!

4 Second period (and successive) statements or reports: Pull out original of repetitive headings—make another "duplicate original" copy—add new figures—make copies on your Ozalid machine.

..WHEN YOU USE OZALID DIRECT COPYING

Low Cost. Ozalid direct copying is lowest in cost of all copying processes. Your Ozalid machine will pay for itself in short order—through dozens of other time- and money-saving applications. Use it to copy hand-written tax returns and schedules, eliminate typing, messy carbons, proofreading. Ozalid copies are acceptable to the USIRS as official returns.

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OZALID

Division of General Aniline & Film Corp.

Ozalid, Dept. Z-11, Johnson City, N. Y.

Please send me descriptive brochure on the new Reprofax Viking plus facts on how to save clerical time and money on my reports and tax returns.

Name_____

Company_____

Position_____

Street_____

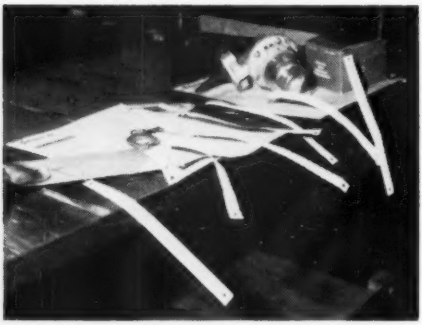
City_____ Zone____

State_____

For More Information Circle No. 256

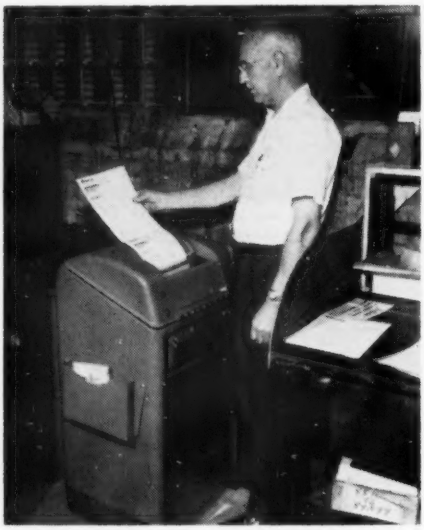
Inventory control department writes list price and cost data opposite items on their copy.

Then the order duplicating masters are completed on a Burroughs billing machine.



Each line on the parts order, when torn apart, becomes a picking tag which is attached to each part ordered.

of emergency orders that "must get out at once." It has accomplished something else that is even more important —shipping papers are transmitted to our parts shipping department in a steady flow, whereas they used to be delivered a couple of times a day in batches. This meant there were times when parts shipping was "snowed under" with orders and other times when



The slave Teletype in the parts shipping department also writes a three-part form: shipping-biling copy, packing list and perforated tag copy.

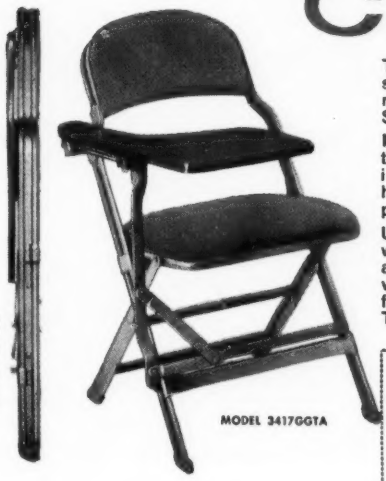
they were idle waiting for shipping papers.

The same order master can be used to prepare a consignment, an order, or a credit memorandum. These forms are printed in different ink colors to aid both internal and external identification. All invoice papers are printed in black ink, credit memorandums in red and consignment papers in green ink.

How to seat 3 persons in one chair

CLARIN

Tablet arm slides down when not in use



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New comfort—new luxury—new economy—this amazing all steel folding chair is indispensable for offices, schools, churches, hospitals, industrial institutions and all places where space saving counts.

Use 'em . . . fold 'em . . . move 'em wherever needed . . . then fold and store in a minimum of space. Prove for yourself without obligation. Send coupon or letter for sample of the Clarin Triple-Purpose Tablet-Arm Chair on 30 day free trial.

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Firm name_____

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City_____ State_____

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For More Information Circle No. 294

Arizona Highway Patrolmen collecting accident data which will be recorded on punched cards so that similar types of accidents can be prevented.

Clerical Work Helps to Reduce Highway Accidents in Arizona

HENRY F. UNGER

AN ARIZONA State Highway Patrol district director dropped into the Patrol Records and Research Bureau in Phoenix recently and told Sgt. Wayne Reynolds, "This accident prevention setup is really paying off in our area. We've found some disturbing chinks in the highway layout and, after alerting the highway department, have slashed the accident figure. Furthermore, your records revealed some important data to us about early evening driving in our district and we've moved into action against it. Now this accident cause has been eliminated."

The district director was referring to the data processing equipment used in the patrol's unrelenting war on highway

"Imagine offset in our office"

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For More Information Circle No. 281

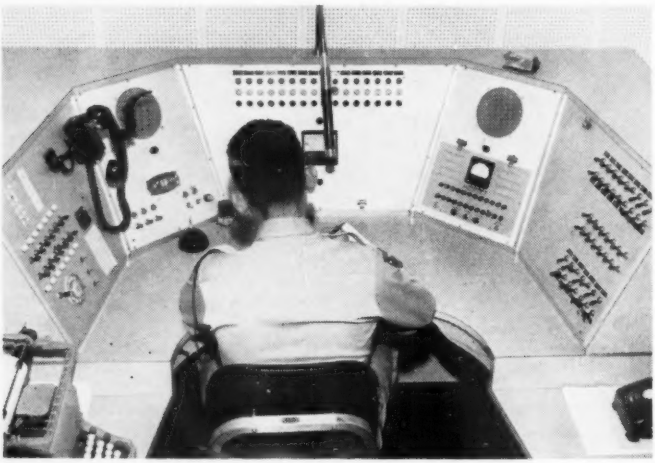
slaughter in Arizona. Introduced in January, 1955, as a selective enforcement operation to stem the tide of mounting highway accidents, the system has been hailed as one of the best in the nation. So effective has it been that numerous law enforcement agencies have sent representatives to Phoenix for briefings on the electronic layout.

"Our system has evolved into such a practical campaign that we are now able to place available traffic units at the right spot at the right time for the purpose of avoiding accidents rather than investigating smashups and tragedies on the highway after they happen," Sgt. Reynolds said.

A fast burgeoning Arizona population and consequent increased highway problems coupled with a patrol over a sprawling 4400 miles of highways, places the selective enforcement system on a pedestal with the patrolmen. To them it is providing a clerical short-cut to the elimination of many bloody accidents.

The system is comparatively simple and uniform. Nerve center is the Arizona State Highway Patrol headquarters on West Encanto Boulevard in Phoenix. From the seven districts scattered over the state, district chiefs mail to Sgt. Reynolds daily accident report forms, developed at the scene of the accident by patrolmen. These are collated, stamped with an identifying report number on both sides and filed in a consecutively-numbered file folder. A typist then types a 3″ x 5″ name card for persons mentioned in the report. On this card go the name, address, accident date and report file number.

Once the folder is completed, it is turned over to a report analyst who thoroughly checks it and then inserts the pertinent data on the face of a tabulating card. Such statistics as the time of day, property damage involved, whether the collision involved a pedestrian, where it occurred using a milepost number found on all Arizona highways, the section of the Motor Vehicle Code violated, number of persons injured or killed, the major cause and other fac-



Patrolmen can be contacted in their home or on the highway and directed to accidents or informed about antiaccident procedures.

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» Pencils, like people, are different and the difference is in the point! The way it writes, how black it writes, how smooth it writes. One of these Ticonderoga points will suit your writing to a T. Make your point selection now and we'll send it to you FREE. Remember: For smooth strokes of color, always use Dixon Thinex Color Pencils. **The Joseph Dixon Crucible Company,** Pencil Sales Division, Jersey City 3, New Jersey, Department 99. Dixon Pencil Company, Limited, Newmarket, Canada.

For More Information Circle No. 350

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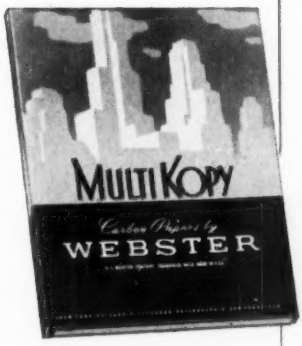

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For More Information Circle No. 278

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Pertinent data on each accident is punched into a tabulating card.

tors related to the accident are included on the punched card.

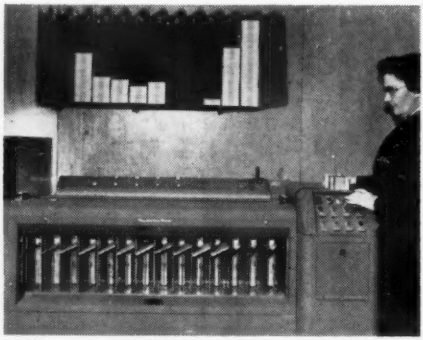
Two operators use Remington-Rand key punches to prepare the cards and then an operator punches a section description with a master-card-controlled robot punch. The cards are then run through a 312 interpreter-printer. A comparison is made with the handwritten data on the face of the card and errors are corrected. Now a counting sorter coupled with an electronic sorter can quickly supply any specific data needed by Sgt. Reynolds and his staff. For intensive studies, a collating reproducer multiplies any number of cards illustrating one fact. An alphabetic tabulator completes the approximate $100,000 worth of equipment used to fight highway accidents.

Since the system was launched, Sgt. Reynolds has accumulated about 14,000 cards. Each month an enforcement supervisor will receive an accident analysis tabulation containing information about accidents on the Arizona State Highway system for the past 12 months. This reveals accident causes; the enforcement of traffic law and the code section numbers and descriptions of arrests made; landmarks; patrol district number; officer's identification number; time of occurrence; type of accident; accident severity; location, item number and total number of accidents in each group. Distribution of the accident tabulations is completed by the fifth day of each succeeding month.

When the tabulations are received by the enforcement supervisor he can note the accident trend and plan his work shifts. If he notices that certain months or certain areas have higher casualties, by shifting his work force he can prevent most or all of the accidents. He can observe any faulty traffic control devices and recommend their improvement to lessen accidents.

Convinced that the system is not an overnight answer to traffic accident reduction, patrol authorities realize that it may require a six-months compilation of statistics before an enforcement supervisor realizes the existence of a specific problem. But once recognized, definite measures are taken for its solution.

It was this recognition of the appal-



Using a punched card sorter to locate accident trends.

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Comparison-shop the dictating machine market... you'll discover that no other machine offers so many time-saving money-saving features...at such a modest price!

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Norelco® '35'

DICTATING / TRANSCRIBING MACHINE

Here is a new concept in dictating/transcribing machines... engineered and guild-crafted by the company that makes world famous NORELCO Hi-Fi Components, and Electric Shavers. Five simple controls operate all dictating and transcribing functions! Tape magazine permits easy, fumble-proof loading! New, better sound assures clear voice reproduction to speed typing and prevent fatigue!

The Norelco 35's compact size, light weight and 35 minute dictating capacity make it ideal for dictation at home, in your car... or for recording important on-the-spot information in the field!

Try the Norelco '35' in your own office and discover how much time and effort it can save you in the preparation of records, correspondence, reports, or other business paperwork. For a free demonstration, without any obligations, write directly to the factory for the name of the Norelco '35' dealer nearest you.

NORTH AMERICAN PHILIPS CO., INC.,
Dictating Equipment Division, 230 Duffy Ave., Hicksville, L. I., N.Y.
In Canada, the Norelco '35' is known as the 'Philips' dictating machine and is distributed by Philips Industries, Ltd., 116 Vanderhoef Ave., Toronto, Ont.

NORTH AMERICAN PHILIPS CO., INC. NORELCO DICTATING EQUIPMENT DIVISION

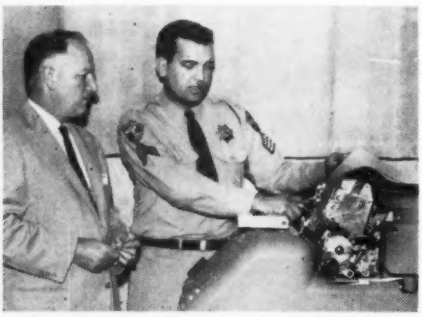
For More Information Circle No. 347

ling number of accidents on the Nogales, Mexico and Tucson highway that proved the value of the equipment. Heavy drinking, fatigue and speed were piling up casualties. When the reports revealed abnormal numbers of accidents at certain spots on the highway, patrol officers took action. Road blocks placed at certain intervals lessened the accident rate. Drinking drivers were handled routinely. Sleepy drivers were advised to pull off the highway until they were capable of proper driving. The concerted campaign caused a definite decrease in accidents on this road.

The monthly reports have revealed that certain months produce more accidents, and that certain sections of highway are bloodiest. This might mean the shift of two-thirds of a district force to night work until the accidents decrease.

Two Motorola custom-designed radio consoles, bolstered by the use of microwave repeaters and quick-call signals, are rushing patrolman to the scene of accidents in a shorter time than in the past. Dispatchers in the Phoenix headquarters now can contact directly all patrolmen and sheriff's offices. Should the patrolmen be off duty, buzzers in their homes alert them to go to their patrol cars for the message.

Lt. Jack Monchein, Arizona Highway Patrol's communications officer, with their Flexowriter and card-to-tape converter.



Sgt. Wayne Reynolds (right), head of the Arizona patrol's records and research bureau, explains a tabulation to Lt. Farley Mogan of Oregon's State Police who plans to use the system in his state.

Car thieves are also feeling the impact of the patrol's electronic equipment. As soon as a stolen car report crosses the headquarters desk in Phoenix it is immediately given a number and news of the theft is spread via radio over the entire state to all law enforcement agencies. Simultaneously, the license number is recorded on a 3″ x 5″ card and cross-filed according to motor number. The information is key punched into tabulating cards. Each day a girl runs the cards through a card-to-tape converter which places the stolen car information on tape for transmission by Teletype over the Arizona and California Department of Justice Teletype networks. This keeps officials informed about all stolen cars that have not been retrieved. The cards are again run through the converter on the last day of each month and the tape is fed to the Teletype to provide a monthly look at the list of stolen cars.

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Two simple operations complete a PLASTICO BINDING *in minutes!* Precision machines guarantee professional results. And these *easy-to-operate* machines cost so little they soon pay for themselves—save you money from then on in. Catalogs, brochures, manuals, financial reports, price lists and many other items are all easily bound for a long life of service.

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P.S. We also manufacture power equipment.

For More Information Circle No. 351

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Please rush FREE BOOKLET giving me full information about the new PLASTICO Hand-Operated Punching and Binding Units for office use.

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Firm _____

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Does your system have MAILROOMATISM

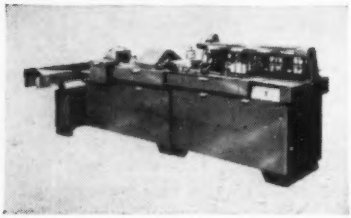
Countless firms suffer from this insidious malady and don't even know it. Usually it is caused by continued congestion in mailrooms, forced to cope with the pressure of handling upward of 15,000 pieces per month.

"Mailroomatism" can sap efficiency and morale, also prove quite costly. One sure cure for this condition is the acquisition of a Phillipsburg Inserter, which has given immediate relief to countless users.

The Phillipsburg performs near-miracles . . . automatically stuffing, sealing, metering (or printing postal indicia), counting and stacking mail at savings, mark you, of up to 80% of the cost of hand-inserting.

If you have any suspicion of "Mailroomatism" lurking in your organization, may we suggest that you write for our proposals.

PHILLIPSBURG INSERTER



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For More Information Circle No. 260

Your Office Methods Can Be Improved

The fourth in a series of articles, covering the basic office functions, in which Harry L. Wylie, office management authority, shows how office methods can be improved—especially in the medium sized and smaller company.

Harry L. Wylie is the author of several books on office management and editor of NOMA's Office Management Handbook. Winner of both the Schulhof and Leffingwell Awards, 1950, he is a practicing management consultant, assistant secretary-treasurer of the Pure Oil Co., professor of industrial management at Northwestern University and past president of the Office Management Assn. of Chicago.

Making the Most Effective Use of Manhours

HARRY L. WYLIE
Assistant Secretary-Treasurer, Pure Oil Co., Chicago

EFFECTIVE UTILIZATION of manhours is the responsibility of management primarily because management provides the ways and means of implementing and directing action. "Diligent application" describes the implications of employment and is one ingredient of effective performance that is often lacking. Unless there is a willing worker, half the formula is missing. The other half is the ready availability of adequate tools by which the willingness to work is translated into accomplishment.

Motivation research, the reason why people do or do not do certain things, is a subject outside the scope of this article. Action results when two essentials are present: one comes from within the employee and may be called drive or urge; the other comes from outside in the form of incentives which trigger the drive and result in action. It is management's job to provide the target, the

NOW...low cost offset paper in just 2 minutes

Four ways to use new Kodak Ektalith Method

Sleight-of-hand in full roomlight. Ektalith Loader-Processor is used to load Ektalith Transfer Paper for exposure to camera . . . and to process exposed sheet. Attached Ektalith Transfer Unit puts image on paper plate.

Good news for darkrooms. Add a low-cost Kodak Ektalith Processor and Transfer Unit to your setup and you're set to turn out camera-quality plates. Expose Ektalith Transfer Paper in camera. Complete job in Ektalith equipment.

masters made photographically with Kodak Ektalith Method!

New low-cost Kodak Ektalith Method brings the speed, quality and flexibility of camera copying to "paper plate-making." Makes "short run" jobs easier, more economical—*and cuts capital investment*—for users of *all* popular office-size duplicators.

Simple as A-B-C. Just three quick steps for a high-quality master (reduced, enlarged, same size) that will give you hundreds of sharp, clean copies of office forms, engineering drawings—all line and halftone material. Lets you handle 101 different office jobs faster, at lower cost.

1. **Expose** high-speed Kodak Ektalith Transfer Paper using your present copy or process camera.
2. **Process** in ordinary roomlight with ingenious new Kodak Ektalith Loader-Processor. Or in darkroom with a Kodak Ektalith Processor.
3. **Transfer** to paper plate with Kodak Ektalith Transfer Unit in roomlight or darkroom.

Total time—just 2 minutes!

For details, write Eastman Kodak Company, Graphic Reproduction Division, Rochester 4, N. Y.

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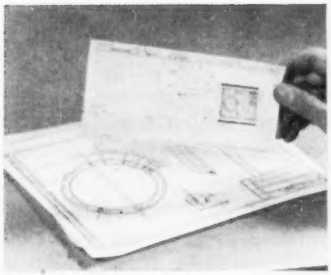

A "natural" for microfilm users. Blowups of drawings can be made on Ektalith Transfer Paper in standard enlargers from microfilm positives. Copies can be made directly from Transfer Paper in new Kodak Ektalith Copy Unit.

Big savings in Systems. Need 10 or more sharp copies? No plate-making required when you team up your camera with Ektalith Loader-Processor and Copy Unit.

Kodak
TRADE MARK

For More Information Circle No. 285

means of attainment and the incentive.

Incentives may be found in policy as illustrated by the humorous story of the applicant who was told in answer to his inquiry as to "what incentives do you have?" that the company's policy was "to fire at the drop of a hat." If the employee's principal urge is to obtain job security, avoiding anything that jeopardizes that security might be considered an incentive, under certain circumstances. So, the effective use of manhours may be influenced by the techniques which management uses to affect the employees' attitude toward their work.

1. Keep Employees Informed. Informed personnel are more responsive to direction than those who work under a system of order and execution. If the employee is exposed to the problems of execution, and is aware of the objectives, there is a reasonable basis for effective performance. Awareness of problems and objectives does not, of itself, increase efficiency, but it does create an atmosphere that encourages the use of abilities, if the employees possess abilities.

You give food and friendship with every $1 package you send to the world's hungry thru the CARE Food Crusade, New York

The problem of keeping the employees informed is not one of principle, but of execution. Those who subscribe to the principle fall short of good results because of the method and the subject material. The areas of information are broadening and include occupational, economic and political subjects.

Occupational information deals with the employee's job, methods of performance, rate of pay, promotional opportunities, training, and an analysis and discussion of his success or failure in performance. Economic information includes the "facts of life" as they pertain to the company, the industry and the nation. Political information, completely and totally nonpartisan, leans more toward encouragement to vote than it does to a discussion of issues, although issues which affect business and employees' jobs should not be avoided. An informed citizenry is an alert citizenry. Imparting information is an act of recognition which brings the employee into participation with management.

The means of communication includes company magazines, bulletin boards and special reports. These are the formal vehicles. Less formal and probably more effective means include the management report to employees in which management discusses on a personalized basis the current subjects of business operation, economics and political issues. The Illinois Chamber of Commerce recently formed a Political Responsibility Committee, not to

Mark of An Efficient, Waste-Free Office—the COLLAMATIC

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1960 MODELS NOW READY . . . Leaders in Collamatic's 1960 line of electrical collators include the compact, moderately priced "APC" models . . . now lower priced and more versatile than ever before, with larger bins, larger trays, provision for collating sheets in a larger range of sizes. Up to 30-sheet sets collated at one time . . . with the greater speeds obtained with APC automatic timing.

***FREE*—Write for free copy of our "Collating Survey and Analysis Form" and Collamatic literature.**

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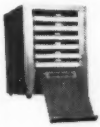
COLLATORS FOR EVERY SIZE AND TYPE OF OFFICE



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No. 3650 GRAYPOINT WHISK ►

Hexagonal, wood case eraser with quality gray rubber core, fits comfortably in the hand. Attached brush whisks away eraser crumbs. Won't roll off desks. Easily repointed in any pencil sharpener or with a knife. (No. 365 GRAYPOINT, same eraser without brush.)

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World's Foremost Eraser Specialists

For More Information Circle No. 325

propagandize the employees, but to discuss the business climate. Chambers and associations in other states have done likewise. The management report usually takes the form of a periodic letter, often augmented by staff meetings for discussion purposes.

2. Set Up Proper Job Instructions. It is surprising that many companies have inadequate job analyses and job instructions. In some instances this condition exists by design, promoted by the fallacy that the absence of instruction (except as to broad principles) creates interest through personal initiative. In other instances the condition exists because of carelessness and inattention to job details. There is no secret formula for the effective use of manhours—the steps are well known: (1) analyze the job to determine what, and how, work is now being accomplished; (2) with employees' participation, simplify and define methods; (3) write up the job and issue instructions. Instructions must be understood or else they become orders which are either ignored or followed blindly.

One company discovered that its accountant was paying bills and invoices ahead of the due dates (and discount dates) because it was convenient to use his available time to "get the work out of the way." His premature expenditures were disrupting the cash flow estimates in which the treasurer anticipated that expenditures would be made according to terms (the 8th to 10th of following month for nondiscount items or the end of the cash discount period, but before the discount period expired). Proper instructions and the *reason* for the instructions

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For More Information Circle No. 377

corrected the situation, conserved cash and maintained the company's credit reputation. It is possible (and probable) that, in the absence of proper instructions, decisions which may be contrary to management's intentions will be made by employees.

3. Reward Good Work. One of the best incentives is money. To be effective, however, it must be certain. Certainty means, possible of attainment *without regard* to other factors not associated with effective performance. There are two basic problems which are inherent in any system of merit award—one is to dissociate merit awards from salary increases which arise out of the adjustment of the base rate as a result of the increase in the cost-of-living; the other is to establish a definite and concise definition of what constitutes merit, and prevent merit awards from becoming nothing more than annual recognition for continued service.

Many companies that use merit increases as the backbone of their incentive program, discover it is essential to develop a merit rating (or employee performance evaluation) program so that all who judge and reward merit will "read from the same script." It might be observed parenthetically that merit has two sides and, under a program of evaluation, a lack of merit should be attended by a reduction in rate—but such advanced thinking must be slowly approached lest it cause a mental regurgitation.

Controlling merit awards is accomplished by: (1) establishing minimum and maximum rates for all office jobs so that, as an individual's salary rate

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Model FH Folding Machine.

The Model 3300-FH is a new small combined folder and inserter . . . folds and stuffs up to 500 invoices, letters, etc., in 8 minutes.

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Made by the originator of the postage meter . . . branch offices in 121 cities, coast to coast.

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FLO-RITE continuous forms assure

- **Perfect Alignment of *all* interleaved forms**
- **Faster typing**
- **Easier separation**

The FLO-RITE tissue weight clasp embedded in each set of forms holds carbons and interleaves in positive position—they cannot get out of alignment. FLO-RITE forms cost no more!

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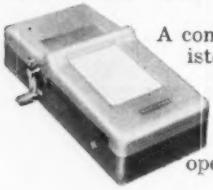

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THE HAMILTON AUTOGRAPHIC REGISTER COMPANY

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approaches the maximum established rate, a review may be made to determine if the incumbent should be upgraded to make additional merit increases available, if and when earned; (2) annual review of salaries to survey the situation. Management should investigate instances where no increase has been granted in two successive years, and where one employee receives more than one increase within one year without being promoted. This does not infer that either of the above situations is bad, but merit increases, like any other practice, may be abused. Therefore, annual scrutiny is required.

4. Delegation as a Means of Training. Delegation as a management technique has two principal objectives (among many others): (1) to train employees on the job with actual situations so that those who are capable of growth can be given experience in new situations; (2) to divest management of those duties and responsibilities that dilute its effort, take its time and draw it away from its prime responsibilities of planning and coordinating. In many companies, particularly those of small to medium size, when top management is absent decision making virtually stops except in the most routine areas. By a system of merit rating and employee development, employees who are capable of growth should be given every possible opportunity to expand their capacities. It was a General Electric study that in substance indicated that capable employees had to be discovered and developed. Contrary to popular opinion "good employees" just do not osmose to the top except in rare instances. Management often speculates

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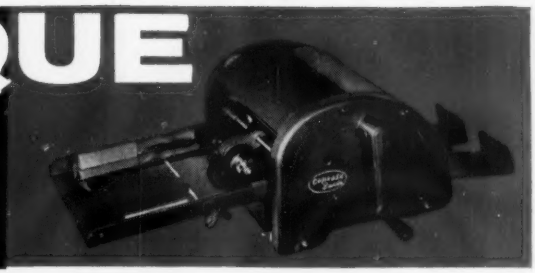
Copease® Banda® SPIRIT DUPLICATOR



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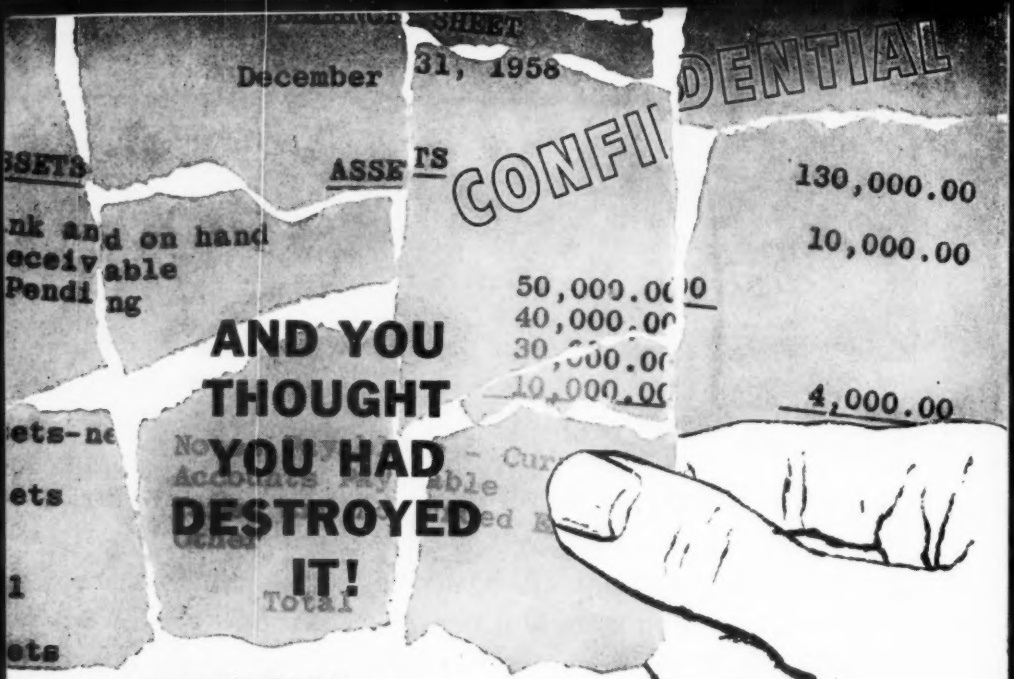

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Sales and Service in principal cities in U. S. and Canada.

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as to why employees do not evidence greater enthusiasm for their work and their companies. A considerable segment of labor turnover (at the higher clerical and sub-executive echelons) comes from a "lack of opportunity." Put another way, a great source of dissatisfaction which ultimately translates itself into labor turnover arises from the lack of opportunity to use, and to gain higher skills.

Management should analyze its activities and then delegate to the fullest extent, particularly in the areas of execution. Using manhours goes beyond the intensive and intelligent use of time. It includes the growth and development of the additional skills that are required to perpetuate management.

5. Review and Follow-up of Objectives. Another important incentive to the effective use of manhours is the periodic review of progress toward management's established objectives. The U.S. Navy uses Program Evaluation Review Technique in which periodic appraisals of progress are made. For example, a company which has decided to investigate the applicability of automatic data processing, establishes a project of work analysis and programing which will require, in management's opinion, two years to complete. The target date is two years away. A program of attainment is es-

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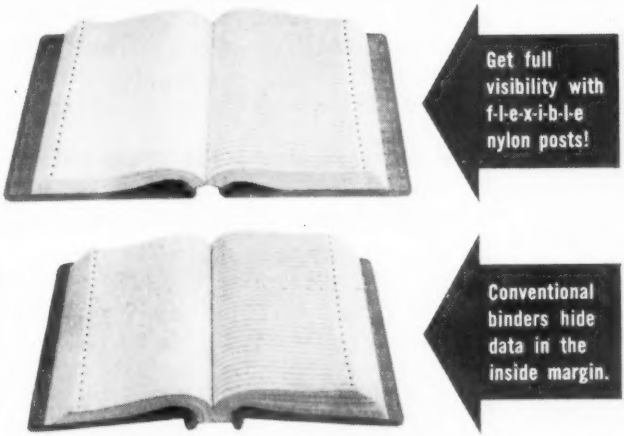
you see the entire page anywhere in the binder!



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The Gevacopy process, perfected by one of the world's greatest photographic companies, picks up every fine detail, reproduces your original with photographic accuracy. Because it produces aluminum plates, you get high press runs, precision work, great durability and the plates can be stored if desired and used over and over. And you'll cut down makeovers—reduce wasted time and plates up to 75%, or even more!

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tablished. Here is the clincher—*if* a formal and definite program of review is established, those who have to work on and effectuate the program realize that *they* are being reviewed even though the review is directed toward the progress and the successful completion of the project within the established time limits. Conversely, when the results of effort, be they physical, mental or inspirational, are not reviewed, there is a tendency to excuse any failure to meet deadlines. Most persons, management or clerical, do their best work when accountability for success is personalized.

Program evaluation review technique is not a merit rating device, but is a planned review of *projects* in relationship to results, target dates and objectives. Any review of progress or retrogression will of necessity appraise the human equation as it affects the progress or lack of it. A successful executive *always* follows up all suggestions intended to improve conditions, reduce costs or increase sales so that he may measure the actual results compared to the "glowing estimates of anticipated accomplishments." It isn't long before his associates realize that before they make a suggestion they had better think it through and be reasonably sure of their facts. The eager beavers who thought that promotion was measured by the number of suggestions, and not by their quality, soon fell by the wayside. The technique of follow-up and review does not discourage suggestions; it only refines them.

(Next month Mr. Wylie will discuss the "Effective Use of Time.")

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Wassell Rotor-Files swing at a finger touch—no stretching or bending, no pushing or hauling. One girl, from a comfortably seated position, can reach **the equivalent of 32 drawers** of file folders at the flick of a finger.

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The Facit Contest was designed to assist business education teachers by providing them with specially prepared Facit materials to work from—and to offer, at the same time, an important incentive program to interest typing students.

Many thousand typing students throughout the country will be competing for the title of United States school Champion. There will be local, regional and divisional tournaments. Emphasis will be placed on accuracy (or perfect) copy and speed which is a normal and sound approach to good business practice, Facit feels.

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Facit, Inc., feels the Facit Accuracy Contest is a significant step forward in the growing alliance between American business and business education.

Typewriter Dealers: To learn how you can profit from FACIT'S Typing Contest, please write: FACIT, INC.
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For More Information Circle No. 341

RIGHT or WRONG in Employee Relations

A ROUNDUP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

What Is Proper Notification of Absence?

What Happened:

John Gregg phoned his supervisor and said he would be absent. When the supervisor asked him, "Why?" John answered, "Oh, some family problems."

"When are you coming in?" the supervisor wanted to know.

John replied that he would return to work "just as soon as possible." He didn't show up for five days in all, and when he came to work he was told that he was discharged for excessive absenteeism.

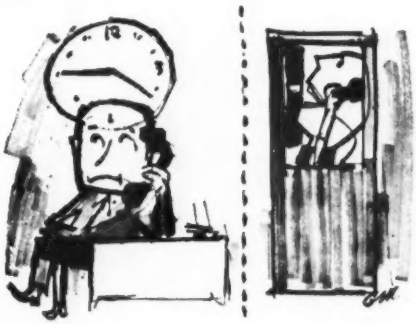
"You can't do this. The rules say that a worker must notify the company when he expects to be absent. This I did. I'm covered," John argued. Management held that:

1. John was out for five days. The company rule was that an employee loses his seniority if he is absent for five days without notifying the company.
2. A telephone call saying that he would be back as soon as possible was not proper notification.
3. Family trouble was not an acceptable excuse for a five-day absence.
4. John's absentee record was "bad."

Was the Company:

RIGHT ☐ **WRONG** ☐

What Arbitrator Paul H. Sanders Ruled: "Management is entitled to make reasonable rules regarding absenteeism

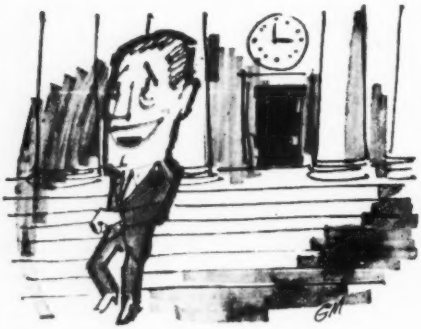


and has a right to require that employees give notice of absence. John Gregg had an obligation to call the company after the first day's absence and get approval for additional days off. His failure to let the company know of his return, plus his previous record of excessive absenteeism, do not entitle him to reinstatement. The company's action was justified."

Must a Juror Go to Work If Court's Out Early?

What Happened:

Arthur Patchin was called for jury duty and served five days during which time he did not show up for work. When the week was up, Patchin presented the company with a check for $15 which he had received for jury duty. He asked that the company make up the difference between his regular pay and the jury fee. The company did have a policy of making up such differences. But in Patchin's case, it refused. It maintained that he could have come to work because on all of those five days, court was dismissed early enough for Patchin to have worked part or all of his shift which started at 4 p.m. Patchin admitted that he got out early, but he still wanted his money.



Was Patchin:

RIGHT ☐ **WRONG** ☐

What Arbitrator Milton T. Edelman (chairman) ruled: "Jury duty represents a rather common type of benefit agreed to by many employers. Its aim is to provide competent jurors through the removal of the monetary loss that would otherwise accompany jury service. To require an employee to be available for jury service and later to report to work, is to remove the incentive for jury service, which is the primary aim.

"To argue, as the company did, that Mr. Patchin did not actually serve on a jury but was only available for service, and therefore could have easily reported for work, cannot be carried through logically. What if a first-shift employee is released from jury service by 10:30 a.m.—should he report for work before noon and complete his day? The company admitted it had no policy on such a question. If the company's argument were accepted, how late would a first-shift employee have to serve before reporting to work?

"The fairest application would seem to be that employees called for jury

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duty should receive the difference between their regular pay and the amount given them for jury service whether they actually serve on a jury or are only required to be available to the court for jury service, but do not actually serve."

Do Temporary Demotions Lower the Wage Rate?

What Happened:

The company had a policy which provided that an employee who was temporarily promoted or demoted receive no change in wage rate. When business took a nose-dive there was a cutback in manpower and Sam Gimbel was demoted. He received the rate for the job which was lower than his previous pay. He took his grievance to arbitration on the gounds that his demotion was temporary and therefore he should not get a lower rate. He argued that business slumps are rarely permanent so his demotion must be interpreted in accordance with the company policy. The company held that this policy was not meant to apply to economic situations.

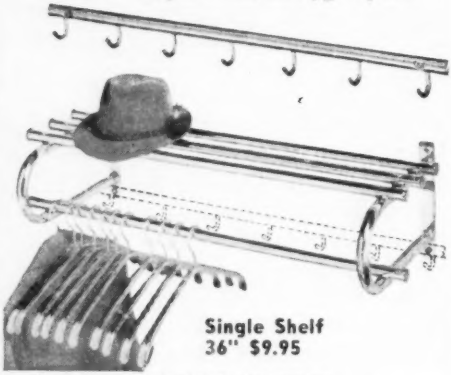
Was the Company:

RIGHT ☐ **WRONG** ☐

What Arbitrator Peter M. Kelliher Ruled: "Fluctuations due to economic conditions resulting in increases or decreases of the work forces are not defined as 'temporary.' At the time that a decision has to be made to either increase or decrease the work force due to economic considerations, management has no possibility of determining the duration of the conditions that give rise to either action.

"Where economic conditions warrant an increase in the work force, the higher rate is applied immediately on a promotion. Certainly then, when a downgrade movement is made necessary due to economic conditions, employees demoted should likewise receive the rate of the job to which they are assigned immediately upon demotion. If all demotions due to business declines were considered temporary, then likewise all promotions due to increases in business would have to be considered temporary and there would be no 'normal employment.' Such a finding would seriously affect the earnings of employees who were promoted. This would not be to the long-range benefit of the employees. Therefore I find that the company's position is correct."

Store More Garments in Less Space
Bevco Coat and Hat Racks
Mirror-like Chrome 1" tubular steel.
Row of Hooks at $1.25 per foot.
2 to 6 ft. lengths—hooks 5½" apart.



Single Shelf
36" $9.95

Attach on standard 16" stud centers.
Single, Double, Triple Shelves in 2-3-4-5-6 ft. lengths.

Single Shelf		Length	Double Shelf	
124	$ 8.95	24"	224	$13.45
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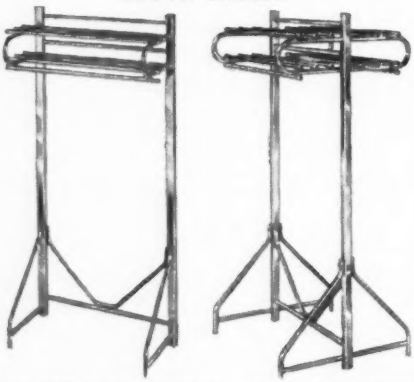
148	11.95	48"	248	17.95
160	14.45	60"	260	23.95
172	17.95	72"	272	29.95

FLOOR STANDS



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Floor stands for 36", 48", 60" and 72" costumers.
Umbrella Racks and ball bearing casters optional.

BEVCO® **Precision Mfg. Co.**
831 Chicago Ave., Evanston, Ill.

For More Information Circle No. 439

Doctors' File System

(Continued from page 90)

Since the active and inactive files had never been segregated, there was no cross reference file controlling the records. The records themselves constituted the only reference file, and these were cumbersome to work with, especially since there were twice as many in existence as were used actively. The entire file was maintained in straight alphabetical order and, in effect, the inactive records were cluttering it up. The clerks often had to stay an hour and a half in the evening just to pull the files for patients with appointments the following day. Dr. Victor recalls it was not unusual for him to wait ten minutes for a chart on a patient. Now, however, any chart he asks for is placed in his hands within 30 to 45 seconds.

Several factors have contributed to this improvement. The medical records are now housed in open-shelf files, in one-third the space formerly required. Inactive records—patients the doctors hadn't seen in a year or more—were separated, so that the 3000 active files are all within easy arm's reach of the receptionist, whose job it is to file and find. The files are arranged under the terminal digit system.

A second file is kept alphabetically. These are punched cards, and they are housed in a mechanized Kard-Veyer. The clerk pushes a button, and the tray containing the card she wants is automatically delivered to her, within seconds. This is adjacent to the shelf files, so that when the receptionist has to pull a file she pushes a button, checks the patient's card to get the terminal

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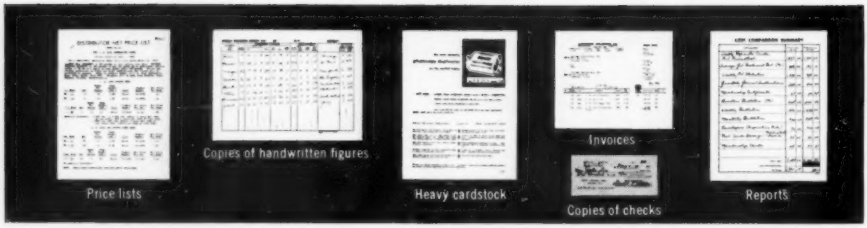

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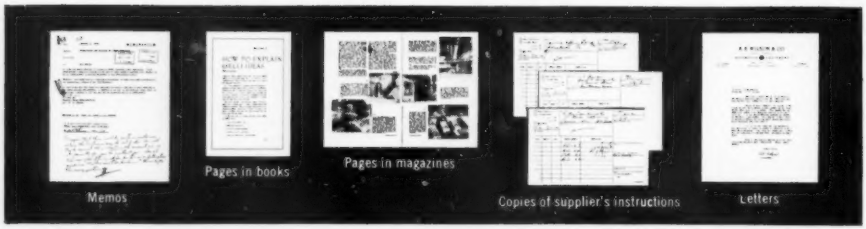

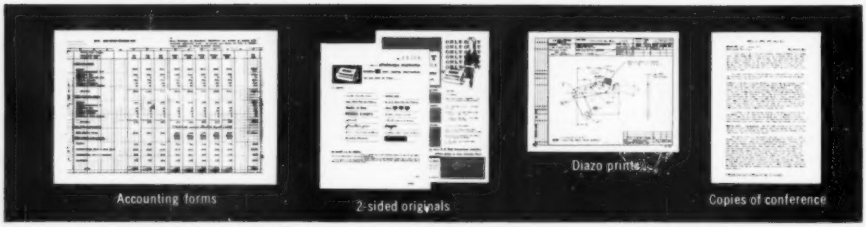

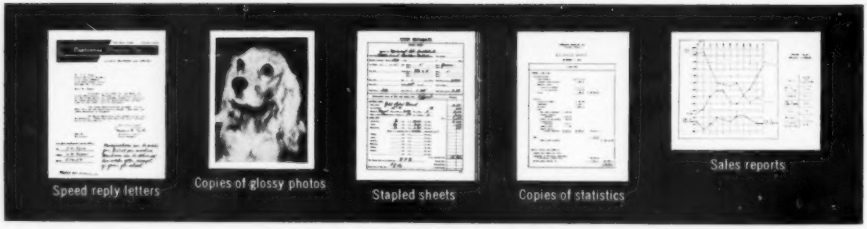

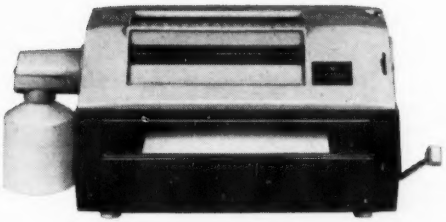

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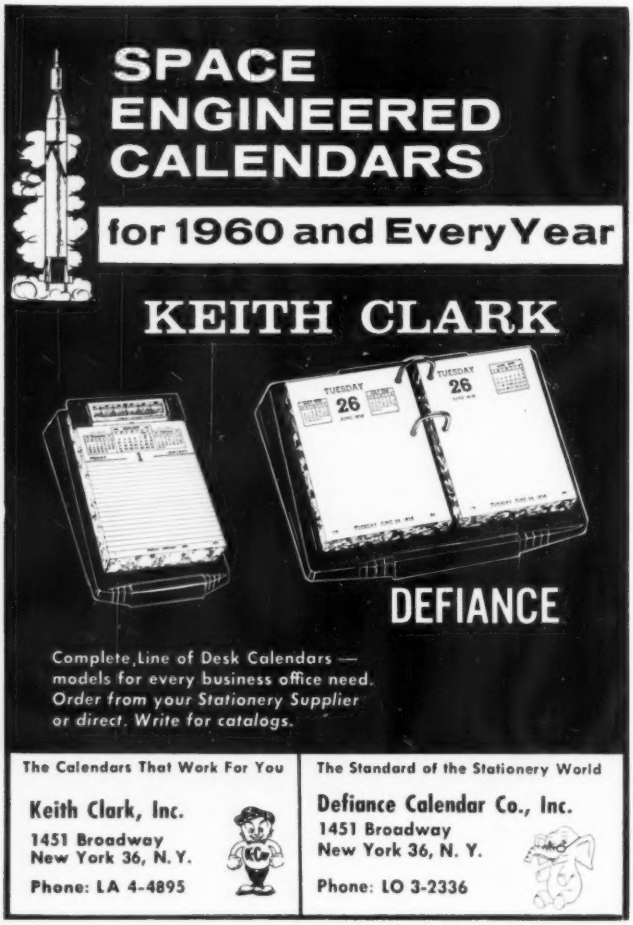
For More Information Circle No. 344

digit number of his folder, turns around and pulls it. In busy times, both girls can use the mechanized file without getting in each other's way.

This system has also simplified matters for the doctors themselves. If one of them has to find a record on a weekend, or during off hours, he can find it himself in a fraction of the time he would have spent searching previously. The mechanized file cards are arranged under the Variadex system with different colors assigned to different letters of the alphabet. Clerks soon become familiar with the color coding and are guided to the name they are looking for. Duplicate punched cards are also maintained at a service bureau that handles the accounting on a fee basis.

Now, as patients enter the office, they are asked to sign on a clipboard at the receptionist's window. In addition to providing accurate name spelling, this also sets up the sequence in which the patients will be called. The clerk turns to the card file, presses a button, finds the patient's card, checks the chart number, and pulls the folder. She makes out a visit record, using a blue sheet for Dr. Victor and a white sheet for Dr. Gilbert.

The doctors make appropriate notes on the visit records after they have seen the patients, who are asked to take the form to the



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recording studio clarity

MAKES POSSIBLE WORLD'S MOST EFFICIENT, VERSATILE, REMOTE OR NETWORK DICTATION SYSTEMS

BUSY MEN USE *Scribe*

(1) Exclusive Miracle Mike controls all operations of the machine. (2) SCRIBE PAK Preloaded tape magazine snaps on—no irksome threading, no need ever to touch the tape. (3) Play back recording through Miracle Mike. Combination single and double earset supplied for transcribing.

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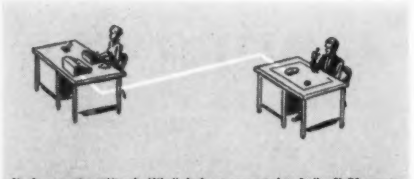
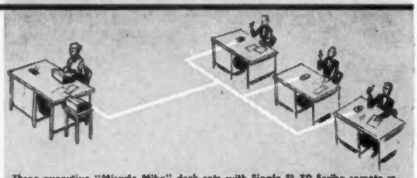


Single executive "Miracle Mike" desk set connected to Scribe SI-70 remote recorder transcriber. Machine permanently at secretary's desk. "Miracle Mike" controls all functions of remote dictation.



Three executive "Miracle Mike" desk sets with Single SI-70 Scribe remote recorder and SI-60 transcriber. Allows secretary to transfer SCRIBE-PAK tape magazine to transcriber freeing control machine for dictation while previous material is being transcribed.

Six executive "Miracle Mike" desk sets connected to 2 Scribe SI-70 remote recorder-transcribers. When either machine is in use (indicated by light on executive station) selector switch on desk set permits other dictators to select idle machine. Separate transcriber need depends on work load requirement.

WRITE FOR FULL DETAILS TODAY

SCRIBE DISTRIBUTORS CO. DEPT. O-11
6949 W. North Ave., Oak Park (Chicago), Ill.
Please send me complete information about the new SCRIBE dictation systems.

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The above are representative remote installations. Any combination of the various Scribe remote dictation systems can be devised to suit your needs.

NO OTHER DICTATION SYSTEM RECORDS WITH THE CLARITY OF SCRIBE! SCRIBE SI-70 remote is the most versatile and efficient equipment available for any kind of remote or network system. Scribe records your dictation on reusable, high fidelity Mylar magnetic tape—preloaded in 30 or 60 minute tape magazines. Every syllable is recorded crystal clear. With magnetic tape you just dictate over errors as you go. All operations are controlled by fingertip touch at the exclusive "Miracle Mike." Rugged, commercial-size Scribe remote dictation systems are versatile—ideal for switchboards, intercom systems, or any recording needs. See your Scribe dealer for the system best for your requirements.

A PRODUCT OF SCRIBE INTERNATIONALE, A DIVISION OF GENERAL SINTERING CORPORATION—Franklin Park, Illinois.

For More Information Circle No. 348

front office. Here a clerk transcribes notes from the sheet onto a punched card, entering the name, chart number which is also the code number, the doctor who saw the patient, type of treatment, a detail of applicable charges and the total—most of this in code. She also details and totals the charges for the patient and he is given a slip telling him what the charges cover.

If the charges are paid at that time, the patient's slip is receipted, and receipt of the money noted on the card. If patient is to be billed, the card goes forward to the service bureau which processes statements. A memo record is also maintained to answer any queries, posted quickly at the time the patient checks out. The doctors get a statement journal, completely aged, every month to keep them abreast of their accounts.

Dr. Victor, director of the clinic, estimates that, including service bureau fees and amortization of the new equipment, it now costs them 25% less to maintain their records, while efficiency has increased 50%. Operating savings covering the cost of all the equipment were realized in about six months on this basis.

The new system is completely flexible, allowing for continued growth. Dr. Victor believes that if they had had this system from the day they opened the clinic, they would have saved between $7000 and $8000 by now. Since the shelf files eliminated much of the space formerly devoted to the office, they have been able to add a badly needed treatment room and the doctors have been able to improve service to their patients.

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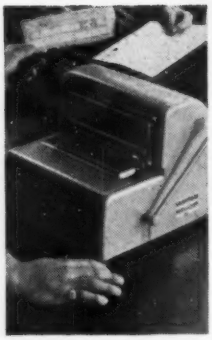
Automatic Keysort is today's *only* data processing system that provides for automatic creation and processing of original records. Speeding vital day-to-day and long-range facts essential to sound management, this unique system fits easily into your present operations . . . is highly flexible to future growth and expansion.

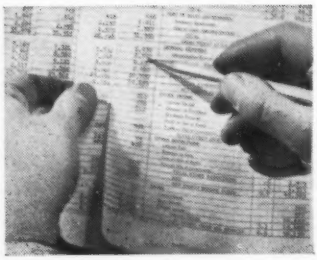
With the Automatic Keysort System businesses and service organizations of every size can now enjoy fast, accurate data processing on either a centralized or decentralized basis. Without restrictive, complex procedures. Without specialized personnel. And at remarkably low cost.

Your nearby Royal McBee Representative will be glad to arrange a demonstration. Phone him, or write us for brochure S-500. Royal McBee Corporation, Data Processing Division, Port Chester, N. Y. In Canada: The McBee Company, Ltd., 179 Bartley Dr., Toronto 16.



Keysort Data Punch simultaneously codes and imprints original records with required information for rapid mechanical sorting into desired classifications.

Keysort Tabulating Punch automatically code-punches quantities and amounts as a by-product of establishing control totals, automatically tabulates these proven records after Keysorting.



Results are summarized direct from original records to Unit Analysis reports for greatest accuracy. Management gets the comparative information it needs *on time*.

NEW AUTOMATIC KEYSORT SYSTEM

ROYAL McBEE · *data processing division*

NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

For More Information Circle No. 267

AUTOMATIC SYSTEMS

Current trends in office automation including data processing.

The 180°

ELECTRONICS has done something for systems. Ten years ago management was paying little or no attention to systems men, systems departments or system ideas. But somehow, the electronic computer caught the imagination of management, and in we all plunged to buy new machines and to solve all of our management and data processing problems henceforth.

In most cases early in this decade, systems men were rarely ever consulted about whether a machine should be purchased or not. Management turned to electronic technicians, engineers and mathematicians for help in installing these new machines. These men were certainly technically capable. Management assumed that they and the "magic" machines which had been called "giant brains" would solve data processing problems and reduce the cost of doing business throughout the organization. As a result of this blind faith in machines and technicians, we had some choice fiascos in various parts of the country.

One company had planned on doing all its major data processing jobs in about four hours a day. According to their calculations, based on the speed of the machine, this was to be an easy accomplishment. When they actually installed the machine, they found that on one job alone they had to run 80 hours a week, or two full shifts.

Of course, what they had done was simply put an old be-draggled system onto a machine. They had 90% too much programing in the machine and didn't know what the trouble was. It took a capable outside systems consultant to straighten them out.

All who are contemplating putting in electronic machines should *do a systems job first*. All at once, the systems group, that had been by-passed and ignored, is drawn into the electronic data processing picture. At last management has realized that electronic data processing is just another name for a system.

I am not too surprised that management made this error because for years I have observed that many management people are always on the lookout for *one answer*. There's no such thing, of course, but many men keep seeking this will-o'-the-wisp. When they heard about giant brains and magical electronic machines with tremendous speeds, they thought all it took was a man who understood the machine to solve the problems that management itself has been struggling with for hundreds of years. So they turned over

Turn

LESLIE H. MATTHIES
Director, Administrative Research
Ross-Martin Co., Tulsa, Okla.

what was essentially an administrative problem to technicians. You know the results.

Most of these people got a big dose of disillusionment. They found that technicians and engineers didn't know as much about management as they had thought, and they knew nothing about systems. They did know the machine and its electric circuits. They knew tubes and transistors. They also knew binary numbers and mathematics, but they did not understand organization nor did they understand systems and data flow.

In some cases the results were so miserable that management threw the machine out. In other cases the machines were turning out errors that were affecting the customers. In one major oil company, management had to finally send out a letter to its customers and say: "We're sorry but the machine has fouled us up. If you'll pay us what you *think* you owe us this month, we'll try to get it all straightened out by next month."

The next shock was the cost which ran anywhere from 100% to 500% higher than had been estimated. They overlooked too many factors. Site preparation alone often costs more than $100,000. Maintenance contract costs were overlooked; so was the upkeep factor. Power, air-conditioning and equipment for the storage of tapes were costs that most people forgot to figure.

But most of the high costs were due to poor systems work prior to putting the data into the machine. In many cases, an installation required 50,000 program steps because the system hadn't been thought out ahead of time. After a systems man had worked over the same system, the machine only had 7000 machine operations. Think of the savings here in time on the machine, not counting the cost of programing.

Incidentally, some estimates on the cost of machine instruction indicate an average of one machine instruction per manhour. If you have thousands of machine instructions, you see how the cost can run up quickly here, particularly when you're paying a man at a scale from $3 to $5 per hour.

So, after first ignoring systems men, management has had to make a 180° turn and come back and ask them to do the job on the automatic data processing machines. Repeated tests have shown that it's far better to take a systems man and teach him something about the machine than it is to take a technician and try to teach him something about systems.

New Machine Panel Wiring Kit

SIMPLICATION and efficiency are salient features of a unique approach to wiring the control panels of data processing equipment. Under development for several years by Clarkson Press, Inc., the GC (Graphic Controls) PanelLogic method of wiring, streamlines this frequently nightmarish job into a simple, do-it-yourself operation Not only are panels wired the PanelLogic way efficient, the method has cost-saving aspects that enable the user to realize considerable economies.

Key to the method are certain specially developed and patented tools that, together with other materials, comprise the PanelLogic kit. While great simplicity is the first and most obvious advantage of the new method, PanelLogic has numerous other benefits. These include:

- Wire costs cut
- Storage space saved
- Simplified wiring through color-coding
- Tauter wiring job
- Split wiring transformed into compact, easily-handled operation

Another important feature is a time saver—PanelLogic permits test and circuitry checks to be made through terminal posts *without* removing wires from panel or panel from machine.

Fig. 1 graphically demonstrates the difference between the PanelLogic and more old-fashioned methods of wiring. Though both panels are wired identically, note that while the PanelLogic panel is organized, easily comprehended, the other panel, wired conventionally, is a confused mass of wires.

Using the new system, user simply buys PanelLogic wire on 200-ft. spools and cuts off the amount he needs. This instead of buying a supply of each length of wire used in the various applications. Hence no waste; reduced costs. Wire storage bins can be discarded and panel racks utilized 100% instead of "every other slot." The ten

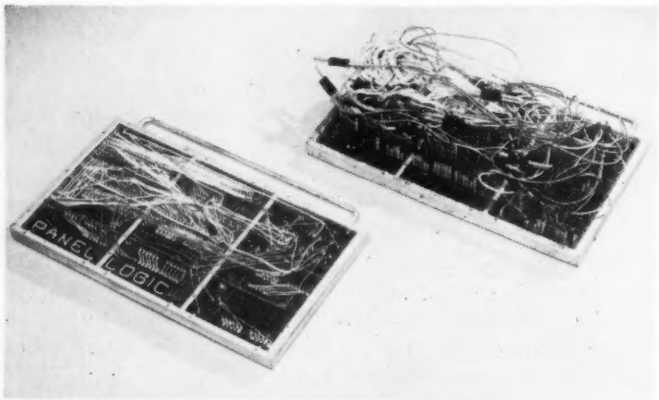


Fig. 1. A machine panel wired by the PanelLogic method (at left) compared with one wired in the old-fashioned way.

200-ft. lengths of wire in different colors supplied with each kit allow matching wiring on the panel to a colored wiring diagram. The taut, variously colored wires make visual tracing easy.

Permitting complete flexibility in setting up two, three, four or five way color-coded split wires in any length, the kit (Fig. 2) includes: (1) ten spools, each containing 200 ft. of tolerance controlled, color-coded, insulated wire; (2) 2000 jack-type and/or self-contacting type terminals for single wiring plus 200 longer terminals for split wiring; (3) a patented wire wrapping tool; (4) a specially developed, patented wire unwrapping and terminal seating tool; (5) a pair of patented wire cutting and stripping pliers.

Simpler and more efficient than conventional methods, the PanelLogic system is applicable to every data processing installation in the country. It is a step toward saving time, space and money in these increasingly important installations. For descriptive literature on PanelLogic, write to Clarkson Press Inc., 189 Van Rensselaer St., Buffalo 10, N. Y., or **Circle No. 211.**

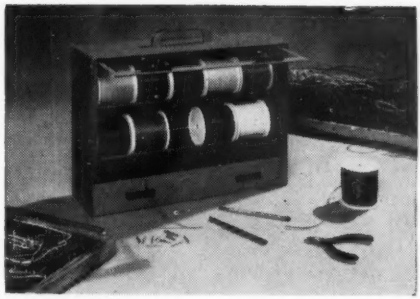


Fig. 2. PanelLogic wiring kit.

Paper to Magnetic Tape Converter

A TAPE-TO-TAPE converter for IDP and EDP systems has been developed by Raub Electronics Research Corp. Called the Recoder, it reads any channel punched paper tape; converts punched tape to magnetic tape at 200 characters per second; and converts codes through a matrix that can be plugged into data processing units. In addition, it automatically filters out or replaces invalid codes, as required, with a set signal. It transcribes and converts on a one-for-one basis, and can establish any code structure.

Reading punched tape photoelectrically, the Recoder will handle a direct conversion of data from paper to magnetic tape. All data punched in the paper tape is converted and transcribed instantly into magnetic tape without stopping either medium. Codes in paper tape are converted to desired impulses in magnetic tape at the proper density, depending on the requirements of the various computers. Matrix is designed to enable the user to change codes from paper tape to magnetic impulses with complete flexibility.

Anticipating variations inherent in every tape operation, each installation of a Recoder is adapted to the individual requirements of the user. For full details about this equipment, write to Raub Electronics Research Corp., 1029 Vermont Ave., N.W., Washington 5, D. C., or **Circle No. 214.**

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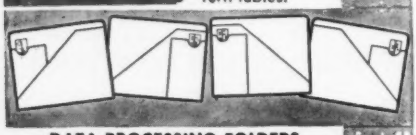
Holds up to 8,000 tapes on your desk, at your finger-tips. Lightweight, portable. Floor model holds up to 20,000 tapes. Ball-bearing turn-tables.



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SAMPLE PACKET
Folders and File Envelopes $1

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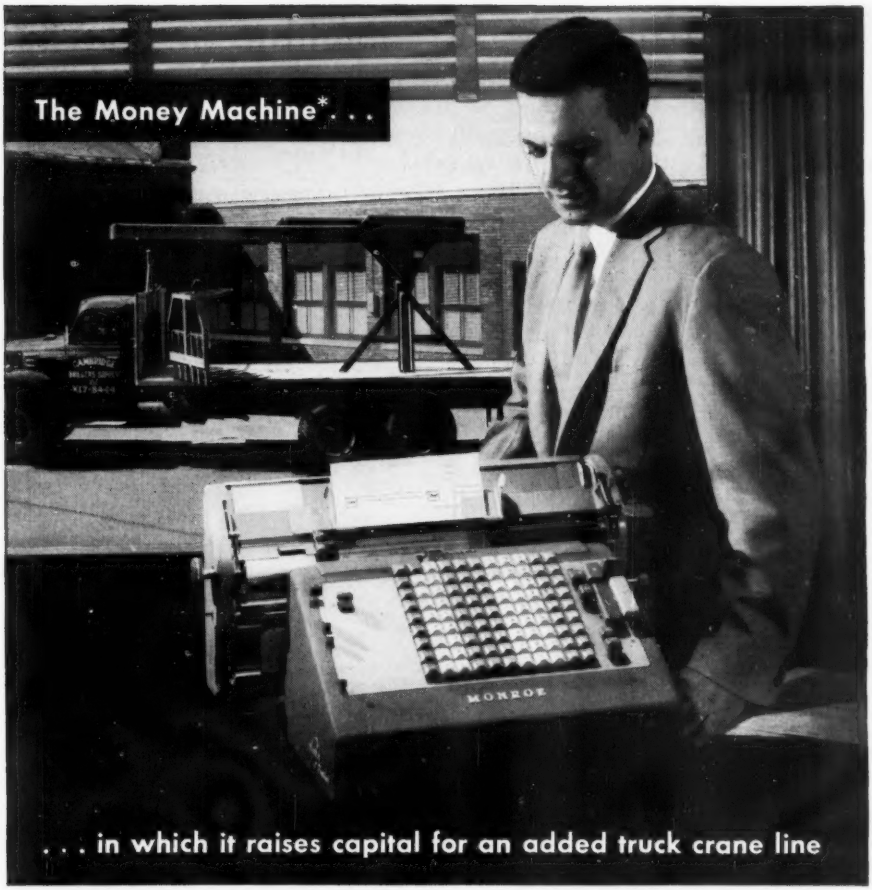
For More Information Circle No. 197

How to Get Better Sales Statistics with Data Processing Machines

RAYMOND DREYFACK
Director of Tabulating Systems, Faberge, Inc., Ridgefield, N. J.

A SALESMAN I KNOW devotes two-thirds of his time to selling, one-third to paperwork. This expense is reflected in loss of sales to his company, a nationally known manufacturer, and a corresponding loss of commissions to my friend. His talents are exclusively for selling—he's the world's worst clerk.

While these words will strike a responsive note with harassed salesmen everywhere, this is not the introduction to a pitch to shake salesmen free from their obligation of keeping employers aware of the way they are spending their time. Call reports and the like will always be a vital liaison between the office and the field. Nevertheless, in many instances paperwork may be cut drastically, and processed more efficiently by so doing. The only necessary ingredients are a data processing installation and a reasonable under-



"Our Monroe Accounting Machine has saved us $6,325 in accounting and clerical costs during its first year," tells Emil A. Florio, Treasurer of Gar Wood Company, truck and truck equipment retailer and wholesaler of Boston, Massachusetts. "With this money we were able to invest in a new line of traveling truck cranes to broaden our service."

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standing between sales and systems management. In short, the data processing department must be geared to work for the maximum benefit of the sales force, in the office and on the road.

We have all heard of the prodigious speeds made possible through automation, but is your sales department geared to make full use of this potential? Are reports by product, by territory, by account, being produced early enough to be of full value to the selling effort? Are important accounts kept in short supply for too long because of late reporting? Are branches and warehouses kept adequately supplied with fast moving items? Are territorial deficiencies detected quickly enough for effective action? Are advertising schedules analyzed and adjusted in time to blend harmoniously with the true sales picture?

If the answer to these questions and others like them is, "No", perhaps something can be done about it. For example, why are reports late? Maybe the priority rating is to blame. Perhaps important sales statistics are playing second fiddle to financial reports, or other kinds of data. Maybe it should be pointed out that the sales effort comprises the lifeblood of the company, and warrants top priority.

More often though, tardiness is due to excessive work volumes at peak periods. In this case there are several solutions. Systems management should make sure that routine transactions are summarized at various points during the reporting period to reduce peak conditions at the end. If this is not practical perhaps all, or part, of the detail work

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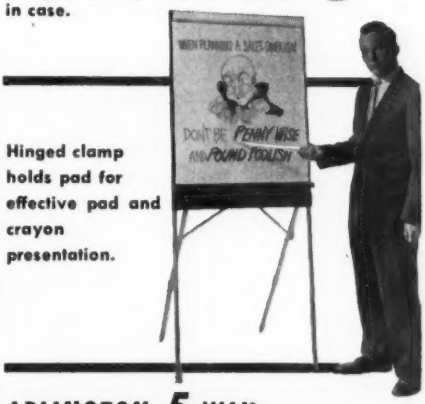

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can be farmed out to a service bureau for fast processing. In some cases an extra work shift may be the answer; or more equipment, or some systems revision. To be of maximum value sales reporting must be produced in time to be advantageously applied.

Data processing equipment is capable of analyzing virtually any type of information which can be numerically coded, and any kind of sales data is available merely by properly coding the requirements into the data processing system being used. Are vital reports being received in time? Are *all* reports that are received, vital? Information needed for the profitable running of the business should be issued promptly and accurately. Tabulating time and equipment are expensive. It is the sales director's responsibility to make certain that reports prepared for his department are being put to profitable use.

Consider reports that are potentially available, but not being run. Here, the prime consideration is cost vs. value. Automatic data processing machinery can produce a wealth of information which, under clerical or manual methods, would have been too costly or impractical.

If a salesman is to operate most efficiently, he needs certain information about the accounts and territory he is servicing. He should, as far as possible, be kept abreast of market conditions, changes, labor difficulties, economic fluctuations, transfers of ownership, new accounts, etc. How much paperwork does he have to do now to determine the stock status of his accounts, orders placed this period

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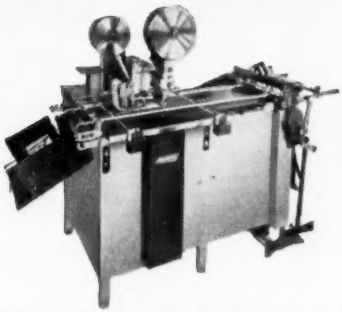

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against corresponding periods last year, amounts of merchandise being returned, and why? How much telephoning does he have to do? How much invoice searching to keep track of product movement and account activity?

Here is a summary of various types of reports potentially available on data processing equipment. Of course, a complete list might go on almost endlessly. However, some of the more popular varieties listed should serve as a springboard for ideas which may stimulate the issuance of more informative reporting in your own company.

1. *Sales by Account by Location (or by Salesman).* This is the standard customer report with totals for each account and subtotals geographically.

2. *Sales of Key Accounts.* This is a summary of the more important accounts and may be broken down by dollar volume or, more expensively, by items sold.

3. *Historical Reports by Account* show dollar activity of accounts over long periods. Sometimes used by the credit department in lieu of ledger card records. Often more economical than a daily or weekly posting set-up.

4. *Automatically Posted Account Records.* Interpreting machines with line-finding devices can automatically post account information on tabulating cards, saving time and expense of manual posting. Other automatic and semiautomatic posting equipment includes specially equipped tabulators and facsimile posting machines, all faster, often more economical, and always more accurate than manual records.

5. *Unit Sales Analysis by Dollar*

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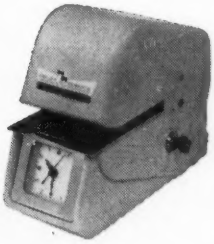

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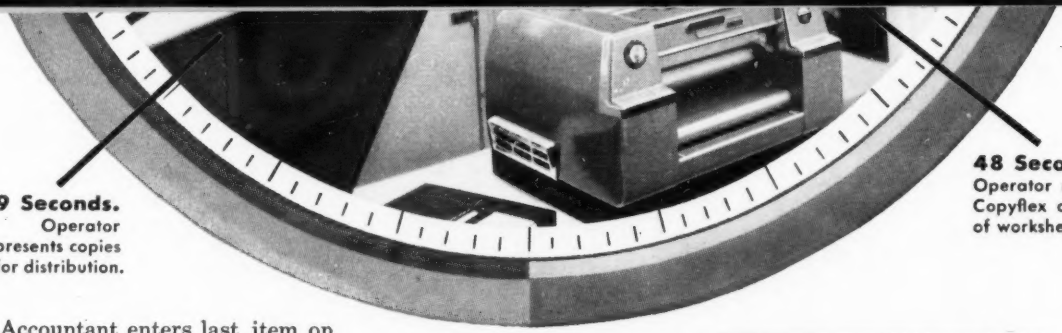

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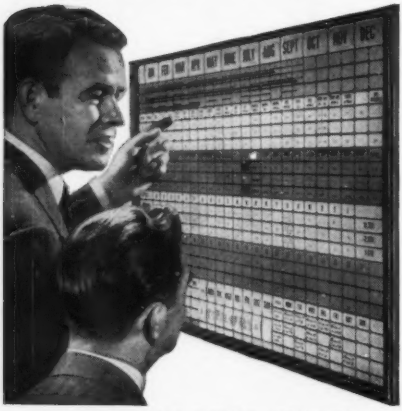

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Average is often helpful in analyzing sales of specific accounts or areas to determine the average unit dollar value of items purchased.

6. *Sales by Type of Account.* For example, how many teething rings are being purchased by drug stores, department stores, chain stores, variety stores, etc.

7. *Activity Reports,* usually of a column spread, such as January through December, for example. An asterisk in any given column would indicate the account was active that month.

8. *Comparative Reports by Account.* Sales, returns, etc., for a specific month and/or cumulative year-to-date would appear alongside the comparative figure for the same month or period last year.

9. *Stock Status Report* is often useful and important for key accounts where a close and continuing watch of stock conditions and item movements is essential. It is an expensive report to produce, not always a by-product of

"No, he's not new. He's been here so long he gets 50 weeks vacation."

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normal routine processing. However, under certain conditions, this kind of reporting pays off.

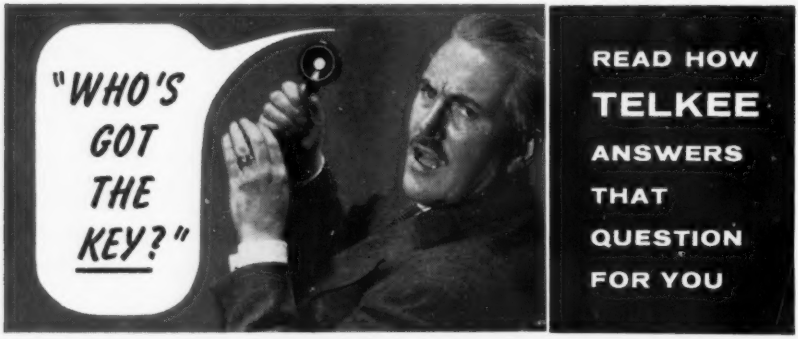
10. *Sales Strip Reporting.* Some firms supply field representatives with data on perforated paper strips which can be conveniently inserted into the salesman's notebook. Sometimes gummed with pressure sensitive adhesive to be pressed into place in the book.

11. *Key Item Reports* may be run by any desired breakdown such as location, type of account, etc., to show movement of special items, new items, etc., by quantity and/or by dollar value.

12. *Call Reports* are sometimes advantageous. Prepare call report sheets with preprinted name and address information, and any other sales or classification data that may be helpful to salesman. This can save searching time and, in following a predetermined format, encourages better cooperation by salesman who is traditionally opposed to paperwork.

13. *Product Reports;* daily, weekly, monthly, etc., as required. Also can be designed to incorporate many subjects outlined above, such as periodical comparisons, type and location groupings, etc.

The illustrations cited above are just a start. Any number of special reports can be developed to fit your own specific requirements. Data processing machines are flexible and versatile. They're also expensive. No matter how fancy or ingenious a report may be, there is always one test it should pass: Are the figures being put to *profitable* use by the company?



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Controlling Absenteeism

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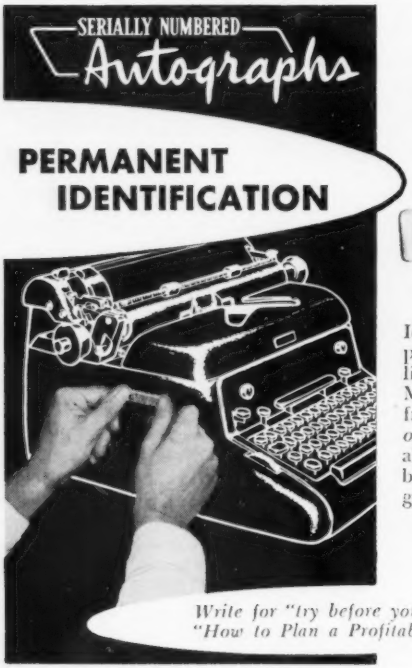
WHEN WORKLOADS are established on the presumption that a given number of persons will be present during working hours to accomplish specific tasks, the absence of part of the staff can cause imbalance, inefficiency and a generally unsatisfactory situation. Those workers present are inclined to resent the fact that they must not only do their own work but also tasks normally assigned to others, thus making for a bad morale condition.

It is difficult to determine the exact cost of absenteeism in dollars and cents as it involves both direct and indirect costs. A few studies of this have been made, and one showed that each absence cost the company more than $15. Another study showed a cost of more than four cents per hour. Both studies indicated that the figures did not include items such as resulting overtime, inferior work done by substitutes, confusion in the office or cost of replacements.

Absenteeism generally results in the employee being paid for time not worked. This alone makes it obvious that absences should be held to the minimum and that attendance should



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For More Information Circle No. 337

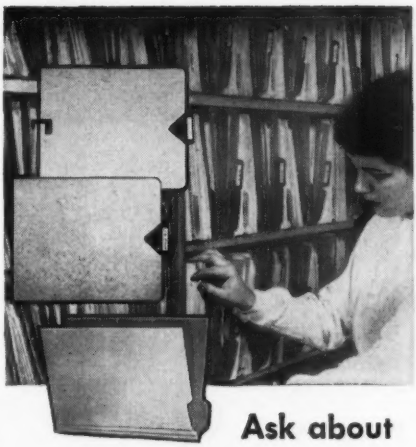
be controlled as closely as possible.

Lost production costs money. While it is feasible to train employees to handle different jobs so that the office derangement resulting when an employee is absent can be minimized, the fact remains that when an employee is absent others are overloaded. Carrying extra persons on the payroll in anticipation of absences is a poor solution and should be avoided. The answer is to establish a definite attendance policy in the office, make sure that every employee knows and understands the policy, and then enforce it.

Employees should be required to report that they will be absent not later than the morning of the day of absence. Tell them who to notify. Generally this will be the employee's supervisor, although a few companies prefer that notification be given to the personnel department, medical or industrial relations department. It is best to have the employee notify his supervisor, as it will be necessary for the supervisor to re-schedule work and he should be aware of this as early as possible.

Most absences are the result of illness. While reported illness is usually genuine, some employees "use up sick leave," particularly when this leave is allowed on the basis of so many days per year. It should be understood by the employee that sick leave is to be used only in the case of genuine illness or injury and not to provide time off for personal business such as Christmas shopping or to extend weekend holidays.

The supervisor should establish the specific reason for the disability, learn



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how long the absence is expected to last, determine just where the employee will be confined, how contact may be maintained with him and, where applicable, with the the employee's doctor. Where protracted illness is concerned, visits by the supervisor and by a member of the company medical staff are advisable.

Upon the employee's return to work the supervisor should talk with him privately, ascertain that he is physically able to do his work and bring him up to date on things which have occurred during his absence.

A record of attendance should be kept. This should indicate reasons for absences and whether or not they were reported. Unreported absences should be considered cause for disciplinary action unless emergency circumstances made it impossible for notice to be given.

When the employee returns to work following an unreported absence the supervisor should talk with him privately, as in the case of reported absences, and determine the reason for the absence and for the failure to notify. In this talk, company policy pertaining to absenteeism should be reviewed and the supervisor should be sure that the employee understands it.

Most companies use a disciplinary procedure involving three stages, although four and five steps are not unknown. Here is the three-stage procedure: First a written reprimand is given the employee and a copy goes into his personnel file. Upon a second unreported absence, another written reprimand is issued with a copy again being placed in the personnel file, and

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For More Information Circle No. 333

the employee is given a three-day suspension without pay. The third such offense results in immediate discharge. In the four-stage procedure, a second lay-off, this time for one week, is given prior to discharge and after the three-day suspension. While the stage system indicates the general procedure, each case, of course, should be handled on its individual merits and all circumstances considered before each step is taken. Other control measures include loss of holiday pay when an employee is absent before or after a holiday, and reduction in vacation time because of excessive absence.

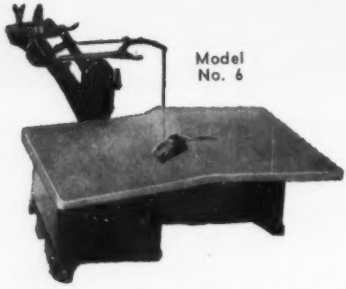
Absenteeism control programs have proved most successful where management showed it regarded regular attendance to be important. If an employer tolerates excessive absence, a greater amount of absenteeism will occur.

Absenteeism control methods need not always be punitive. While warnings, both written and verbal, and ultimately termination are sometimes necessary, the object is to secure corrective action rather than administer punishment. Make the employee realize that regular attendance is good for the company and therefore good for him. This message can be delivered by posters, bulletin boards, house organs, letters to employees' homes, notices in pay envelopes and departmental meetings.

A few companies reward employees with good attendance records. In one case, days off are awarded to workers after six months of employment. Each employee receives one day off with pay each calendar quarter, provided he was absent from work not more than three

CUT YOUR MAILING COSTS!

with the Model No. 6



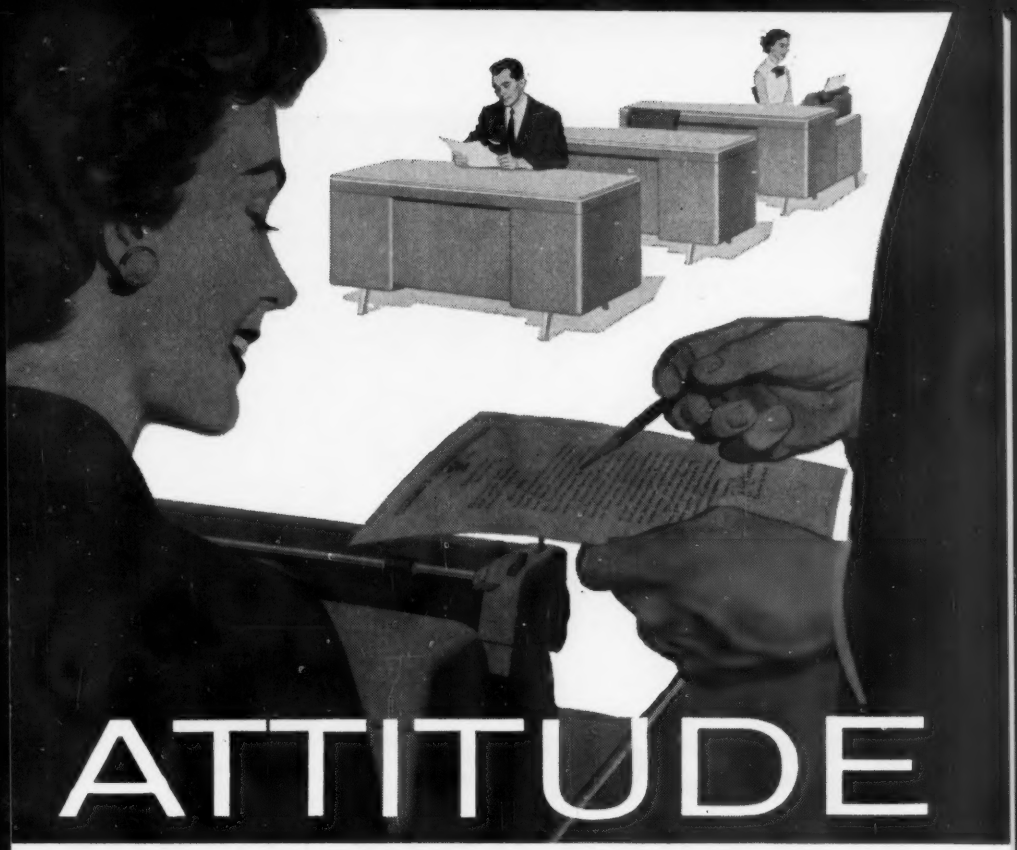
THIS portable table SAXMAYER Model No. 6 is especially adapted to tie letter mail—also designed for *general purpose tying* of bundles in any sequence up to 6" high without adjustments. Adjustable legs and casters available at a small additional cost. All SAXMAYER tyers are noted for **SAFETY**—automatic releases where needed; **SIMPLICITY**—all working parts are interchangeable; not only attractive in appearance but also **EFFICIENT**—fully automatic, speedy, firm, non-slip ties, economical in twine and time. Let us prove it on our trial basis.

WRITE DEPT. J

NATIONAL BUNDLE TYER CO.

Blissfield, Michigan

For More Information Circle No. 417



Attitudes brighten, work-loads lighten...

in BUSINESS WORK CENTERS, furnished, decorated by GF

Psychologist Ira Friedman says, "When business management shows a real interest in employees by improving their environment, the workers' increased feeling of self esteem leads to improvement in both quality and quantity of work performed".

To boost productivity in your offices as much as 25%, call on GF – America's largest maker of metal business furniture. Only GF offers complete planning, design and decorator services that take into consideration, not just space utilization and work-flow, but the many *human* factors that make for efficiency.

An informative booklet, "PLAN TO PROFIT FROM YOUR OFFICE INVESTMENT", is yours for the asking. Just call your GF branch or dealer, or write The General Fireproofing Company, Department L-29, Youngstown 1, Ohio.

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METAL BUSINESS FURNITURE

For More Information Circle No. 290

MACKINAC

Job-Ready BUSINESS PAPERS

Like modern jet aircraft, Mackinac Job-Ready Business Papers are designed to work fast and accurately. They are made for maximum efficiency on modern printing and duplicating machines.

All papers in the Mackinac line are made from 100% bleached, chemical wood pulp and tub sized. They lie flat, feed easily and run smoothly. Each grade is made for a specific kind of work and is prepared for proper ink reception in each process.

Mackinac Job-Ready Business Papers are precision cut at the mill to sizes 8½" x 11" and 8½" x 14". Mill-conditioned and moisture-proof wrapped. Available in white and six bright colors.

MACKINAC® JOB-READY BUSINESS PAPERS

- MACKINAC BOND
- MACKINAC DUPLICATOR
- MACKINAC MANIFOLD
- MACKINAC MIMEO
- MACKINAC OFFSET
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Send for free SAMPLE BOOKS showing White and a full range of colors in each grade.

Sold exclusively through Paper Merchants

FLETCHER PAPER COMPANY

General Sales Offices: 20 N. WACKER, CHICAGO 6, ILLINOIS
Mill at ALPENA, MICHIGAN

For More Information Circle No. 473

working days during the preceding quarter. These days off are taken at times mutually agreeable to the employee and his supervisor, and are not cumulative. Other plans provide for paying employees for unused sick leave. A variation of this plan by another company involves the charging of sick leave to the employees' share of the company's profit-sharing plan, and still another company ties in company-provided recreation funds with attendance. These last two plans, however, penalize the employee for poor attendance rather than reward him for being on the job.

While voluntary absence is the type that management seeks most to reduce, any employee who does not come to work helps cripple his office regardless of the reason for his absence. Therefore, management must seek to reduce absenteeism from all causes. The employer is buying his worker's time and is entitled to what he is paying for.

It costs more to recruit and train a new employee than it does to correct an old one. By establishing, publicizing and enforcing an absenteeism control program, the company may reduce employee turnover, secure maximum paid work-hours from its staff, and eliminate much of the inefficiency which results from one employee doing his own work plus that of an absent worker.

Force COLUMBIA

eases tired eyes ...cuts errors!

This automatic numbering machine prints big 3/8" high figures on filing jackets, time cards, job envelopes, drawings, etc. Saves eyesight of young and old alike and reduces errors, too! 6 or 7-wheel capacity . . . consecutive, duplicate, repeat action.

3/8" DEEP CUT NUMBERS

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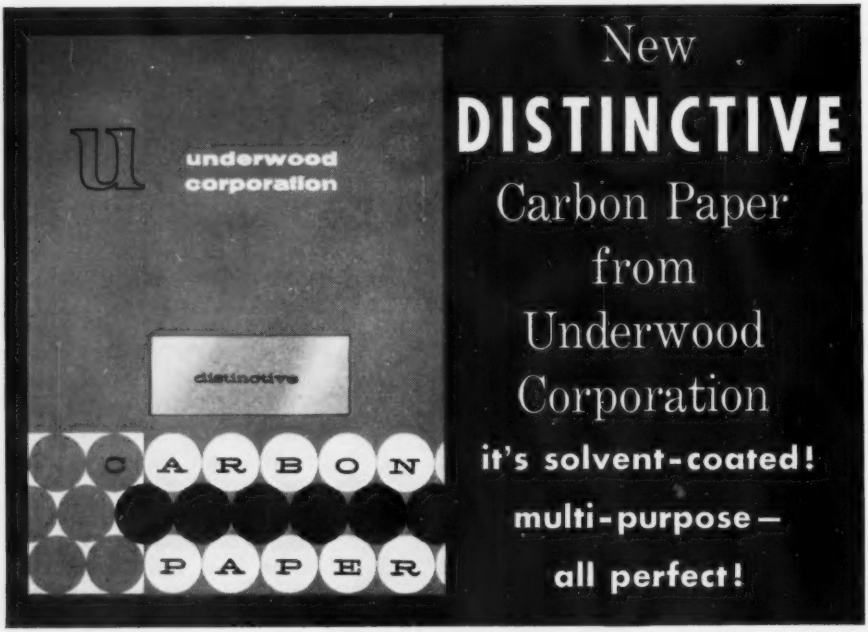
For More Information Circle No. 416

SAVES ON SUPPLIES—
SAVES ON STOREROOM SPACE—
GIVES BETTER RESULTS—



NOW: ONE WEIGHT, ONE FINISH for most every typing requirement. Works on every typewriter, for every touch. Produces superior copies—and more of them! Each one clear, whistle-clean.

YOUR GIRLS WILL PREFER IT. No smudging, no smearing, nicest to handle. New, smartly styled package is another big attraction. Order today from your Underwood representative!

Try this new solvent-coated carbon paper at no cost. Just write: Underwood Corporation, 1 Park Ave., New York 16, N. Y.

NEW
DUO-PAK RIBBON

Twin spool ends threading-problems. No messy handling. Works with instant "click in" motion.

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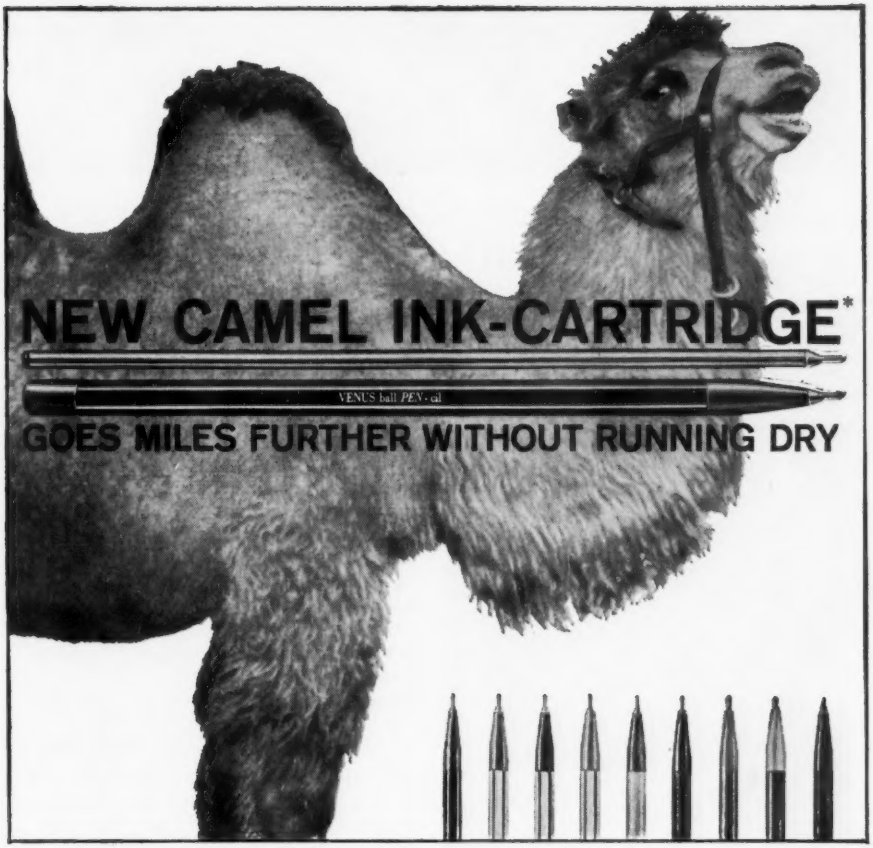
For More Information Circle No. 429



Now Venus equips the famous "cross between the pen and pencil"® with the remarkable new Camel ink-cartridge; doubles the ink supply, doubles the writing mileage. Result: the most efficient, economical writing tool that ever went to work in the office.

Another big exclusive: the new cone-shaped point that writes smoother, easier from any angle. Other great ball *PEN*·cil features: the slim wood barrel that's light as a pencil; permanent ink that writes dry; nothing to twist, click or turn. And Venus now offers this great office favorite in 9 models—each designed for a specific writing job. 29¢, 39¢, 49¢, 59¢ each. Less by the dozen. Blue, black, red or green ink. Order from your stationer today.

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VENUS ball *PEN*·cil®

MAIL THIS FREE TRIAL COUPON TODAY O-11-59

Gentlemen: Please send, for department testing, one sample Venus ball *PEN*·cil, style and ink color indicated.

- ☐ Double Duty (39¢). Camel cartridge. Ink Color_____
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- ☐ Laundry Marker (59¢). Black Ink Only.
- ☐ Liquid Velvet (29¢). Erasable Liquid Graphite.

Venus Pen & Pencil Corp., Lewisburg, Tenn.

NAME_____ (please print)

FIRM NAME_____

ADDRESS_____

STATIONER'S NAME_____

For More Information Circle No. 317

New Products

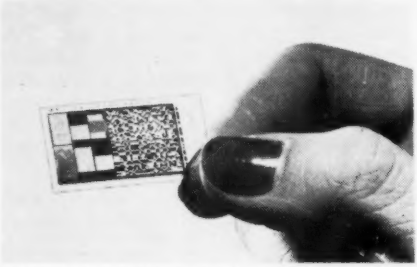
COPYING MACHINE

Haloid Xerox Inc., 59-226X Haloid St., Rochester 3, N. Y., announces its Xerox 914 Copier, a fully automatic office copying machine. It requires no sensitized or treated papers, exposure or developing adjustments. The required number of copies are made by simply setting a dial. There is no need to handle the copy paper, or rehandle the original for multiple copies.

The machine operates on the fast, dry, electrostatic principles of xerography. The quality of output is brilliant black on white, like printing. It copies all colors, and rapidly prints finished, permanent copies of any written, drawn, typed or printed document up to 9" x 14". Machine also permits copying from bound books or magazines. Prints may be made directly on ordinary white or colored paper, offset paper master material, card stock or vellum. The self-contained unit, which looks like a modern desk, is designed so that anyone can make copies without special instructions or training. Because no exposure or developing adjustments are necessary, operator error, waste of supplies and delays are practically eliminated. Anyone can use machine by simply placing original document, magazine or book over a glass panel on the top and dialing the desired number of copies. At the touch of a button, one or any number of photo-exact, curl-free copies at the rate of six per minute are automatically reproduced and stacked by the machine, which then shuts itself off. Since unit is complete in itself, there is no need for additional work space or supply racks. The quantity selector allows operator to dial from one to 15 copies. If more are needed an additional setting is provided. Copies cost about 1c each and are same size as originals which may be opaque documents and letters, thin carbons, second generation copies or transparencies. **For More Information Circle No. 106.**

DATA RETRIEVAL SYSTEM

Recordak Corp., 415 Madison Ave., New York 17, N. Y., introduces the Kodak Minicard high speed information handling system that records documents, pictures or



other information on film about the size of a postage stamp. Through the use of electronic controls, Minicard film records are searched at speeds of 1000 per minute.

Documents or other information and their identifying photographic code symbols are contained on each Minicard record which can include up to 12 legal size documents reduced 60-1. When a desired Minicard film record is obtained, its contents may be examined full size on a reader. Duplicates of Minicard records or full size paper prints may be made automatically. The system will not be generally available until government contracts are fulfilled. The first complete Minicard system is used by the Air Force in the Pentagon. **For More Information Circle No. 181.**

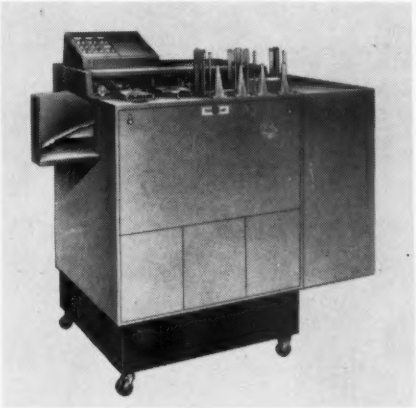
POSTCARD INVOICE PROCESSOR

Moore Business Forms Inc., Niagara Falls, N.Y., has developed the Speedisealer which forms postcard bills out of forms printed on one side. A single pass through high speed printers writes the customer's name, address, identification and all billing

data on one side of the form. The form is fed into the Speedisealer where it is folded and, through application of heat, bonded together to form a continuous postcard. By looping the continuous, sealed card into a detacher or cutting machine, individual postcards are produced. Postcards with customer name and address on one side and billing data on the other are an economical billing medium. The Speedisealer accommodates forms up to 18″ wide, printed on seal-coated paper so they can be heat bonded. Speedisealer is thermally insulated and though heating units operate at 340° there is no perceptible heat loss while equipment is in use. **For More Information Circle No. 132.**

NUMBER READING PUNCH

Addressograph-Multigraph Corp., 1200 Babbitt Rd., Cleveland 17, Ohio, announces a Code Scanning Punch which photoelectrically scans numeric information printed on tabulating cards and automatically converts it to punched holes at 180 cards per minute. This eliminates all

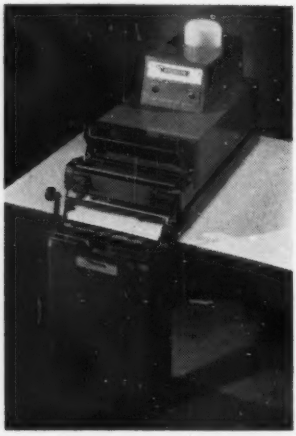


manual key punching. The machine also can accumulate the data punched simultaneously with the scanning, eliminating subsequent manual or machine accounting operations. The basic machine will feed pre-imprinted tab card forms, scan imprinted code pattern, punch data into same card scanned, gang-punch fixed data common to all cards in batch. Optional features include an electronic accumulator that adds imprinted amounts on item cards and provides output signals representing batch totals; a batch balancing unit that compares stored total from accumulator to predetermined control on batch control card, identifying out-of-balance

batches for subsequent processing; a consecutive number punch that facilitates batch control and reconciliation. Unit has a scanning capacity of up to 40 digits. It can be equipped with 80 or 51 column tab card feeder; single, dual or triple receiving hoppers; regular or reverse stacking. Built-in features insure accuracy but rejects are negligible because machine accepts and punches cards with widely varying qualities of impressions. **For More Information Circle No. 189.**

OFFSET PLATEMAKER

Graphic Reproduction Sales Div., Eastman Kodak Co., 343 State St., Rochester 4, N. Y., introduces the Ektalith method by which inexpensive paper offset masters can be made photographically with a standard copying camera for short runs.



In two minutes a master can be produced from practically any original—printed, typed, written or drawn on opaque or translucent paper—in enlarged, reduced or same size. An accessory copying unit makes quality direct copies when ten or more copies are required. One master will print hundreds of (more than 2000 in tests) copies with the last as legible as the first. Using a microfilm enlarger, masters can be made from positive microfilm records of correspondence and drawings. Many halftones can be reproduced and, with the use of a contact screen, continuous-tone originals can be handled in many cases. Copy with both fineline detail and large solid areas is faithfully reproduced. The paper masters are easy to correct and change. A moistened eraser or ink eradicator removes any excess notes or details. Last minute information can be added in handwriting, sketches or typing. Ektalith equipment includes a loader-processor for room-light use, two processors for use with darkroom cameras and a copy unit. All are for table-top use. The loader-processor handles 9″ by 11″ and 9″ by 14″ transfer paper and masters up to 10″ by 15″. One darkroom processor handles the same size papers and masters as the daylight model; the other handles paper up to 12″ by 18″ and masters up to 18″ by 20″. All Ektalith units will be available about Jan. 1. **For More Information Circle No. 217.**

PORTABLE TYPEWRITER

Smith-Corona Marchant Inc., Syracuse 1, N. Y., announces the Galaxie portable typewriter, the result of two years of research in human engineering and studies of contemporary office typewriter design.

It is wider, has a lower center of gravity and low-swept contours. Materials, such as aluminum alloys and plastics, have been utilized for greater tensile strength without additional weight. Base jacket, bonnet and carriage cover are aluminum, so machine weighs about 12 lbs. It rests practically

flush with the desk or table top on rubber stripping interlaced through the aluminum base of the jacket. This makes it practically impossible for the machine to creep or jump out of position; also cuts down vibration. The Galaxie has an 88-character keyboard with clearly defined controls arranged within easy reach in instrument-panel fashion. Carriage return lever is aluminum and has been lengthened to reduce distance operator's hand has to travel. Price is $141.50. **For More Information Circle No. 147.**

INTERCOM

Dukane Corp., Dept. O-119, St. Charles, Ill., announces a fully automatic dial telephone system that can be installed at less cost than most intercoms. The compact, lightweight automatic switchboard is smaller than a portable typewriter case, and easily mounted under a desk, behind a counter, or on a partition. This 10/1 telephone system is designed for smaller

businesses and for intercommunication within departments of larger organizations. Two to ten lines are possible, and provision can be made for loudspeaker paging in special areas. Both desk and wall telephones are available in black and colors. To reach any other phone in the system, the user simply dials one digit. System is completely separate from outside telephone service, and calls do not tie up outside lines or require attention from switchboard operator. Experts estimate that in an average company, 50% or more of the telephoning is internal. A separate system for handling internal traffic frees lines and switchboard time; facilitates business and public relations. The 10/1 system is so simple to install and operate, it's virtually a do-it-yourself hookup. Although professional installation is available from DuKane distributors, anyone who can rewire a lamp socket can easily install and connect the telephones and switchboard. Switchboard is $225, and each telephone instrument is $39.75. A two-line installation would run $304.50; a ten-line system $622.50, plus installation costs. Also available for rental or lease-rental. **For More Information Circle No. 164.**

DUST CLOTH

Minnesota Mining & Mfg. Co., St. Paul 6, Minn., makes Scotch No. 550 nonwoven dusting fabric which is treated to pick up and hold dust. The material is not a paper nor a cloth, so it cannot scratch and is lint free. It contains no oils and will not leave a surface film. Dusters can

be re-used several times without losing their effectiveness; are sanitary and readily disposable. The dusting fabric is available in commercial size rolls 12″ wide by 30 yds. long, perforated for tearing off 18″ lengths. A roll contains 60 individual dusters and costs $1.98. **For More Information Circle No. 219.**

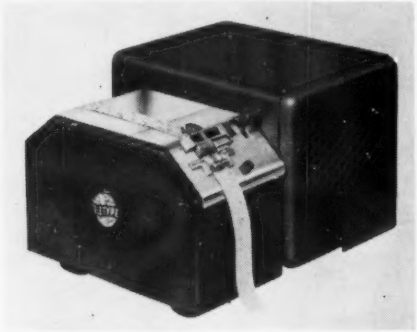
TYPEWRITER

Olivetti Corp. of America, 375 Park Ave., New York 22, N. Y., introduces the Olivetti Diaspron standard typewriter with multifacet styling inspired by the prismatic structure of the diaspore crystal, which also suggested its name. Designed for hard, continuous office use, it combines a light touch with perfect alignment and neatness and clarity of typescript. This insures highest quality work at high speeds on any kind of paper or stencil. Multiple function controls provide convenient operation for increased typing speed. For example, the margin release key also provides automatic paragraph indentation and

releases key pile-ups. Automatic or manual margin settings determine left and right margins. Four correlated scales enable typist to arrange attractive layouts easily and quickly. Linegauge indicates at a glance the number of lines remaining on a page. Two transparent deflectors guide paper smoothly under the bail rod, gripping paper firmly so that typing can be continued to the very bottom of a sheet. Graduated scales on these deflectors provide an accurate line guide with holes for ruling horizontal or vertical ruling with pen or pencil. The Diaspron has a complete 45-key keyboard including 1, !, +, [] and =. Finger-form keys have a soft, glare-free color and accommodate the hand in a natural position for effortless typing. A stainless steel card-holder holds small cards. Other features include a four-position ribbon control that adds 30% to ribbon life, horizontal and vertical half-spacing, push-button variable line-spacer, and combined paper-guard and erasing table that prevents double-winding on the platen. **For More Information Circle No. 131.**

TAPE READER SET

Teletype Corp., Dept. SP-8, 4100 Fullerton Ave., Chicago 39, Ill., has developed the Model 28 Miniaturized LXD punched tape reader set which, with transmitter-distributor, motor, base and cover, is some 40% smaller in size and weight than previous models. It measures 5⅞″ high, 7½″ wide and 9½″ deep and has facilities for sequential (serial) output, 100-word-per-minute transmission and reduced power requirements. Optional contacts are available for multiwire output. Models may be



had to read 5- or 6-level chadless or fully perforated tape. Designed for a wide range of tape reading applications including on-line data transmission over existing communications facilities and off-line control of tape-operated office or factory machines. Its compact size permits installation in spaces heretofore too small to use. Components of the Model 28, such as the transmitter-distributor portion, are available separately (without motor, base or cover) for integration with systems equipment. For applications brochure, **Circle No. 108.**

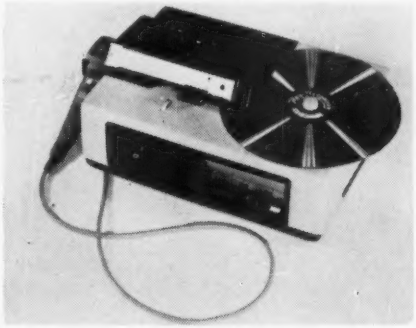
OFFSET PLATE

Gevaert Co. of America, Inc., 321 West 54th St., New York 19, N. Y., announces the Gevacopy Rapid Aluminum Offset Plate which can be prepared in less than one minute for offset duplication of optically reduced or enlarged documents. The entire process, from the time a negative is made of the original with a copy camera or enlarger, passing of the negative and plate through a developing machine, to peeling and fixing the plate, takes less than one minute. No special or expensive equipment is required. A darkroom with

a copy camera or enlarger, and a developing machine, available from several manufacturers, is the only equipment needed. This permits offices to economically reproduce a variety of copy, from typed or handwritten documents to microfilmed copies of the engineering drawings, in small or large quantities. The Gevaert Rapid plate is a further development of the Contact plate, brought out several months ago. The aluminum Contact plate is also prepared in less than one minute from art or documents the same size as the original. The process is identical except for the exposure step which utilizes a contact exposure printer. Gevacopy Rapid plates come in three sizes: 10″ x 16″, 10″ x 15⅜″, 10″ x 15″; retail at 59c each. **For More Information Circle No. 137.**

DICTATING MACHINE

American Dictating Machine Co., 51 West 45th St., New York 36, N. Y., announces the Model TN-5 Rex Recorder magnetic dictating machine with Magic Eraser that clears discs for re-use hundreds of times. It features scratch-free recording, low price and economy of operation. There is a roll-paper, tear-off in-



dexing on which corrections and lengths are marked with automatic keys. Push button operation gives user full control of disc, allowing even insertion of a word at any point in previously dictated material. Push-button controls on the hand mike provide fast responsiveness. Volume control can be regulated to use for dictation (eliminates all background noise) or full room coverage for conferences. The combination unit records and transcribes. Its light weight allows moving it from dictator's to transcriber's desk with ease. Separate dictating and transcribing units are available. **For More Information Circle No. 220.**

SCANNING PRINTER

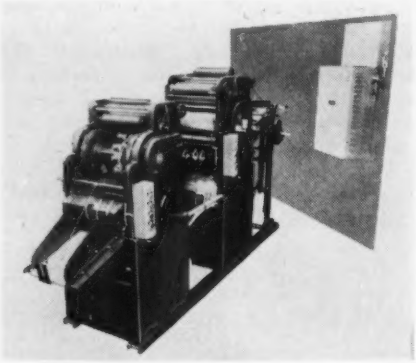
Victor Adding Machine Co., 3900 N. Rockwell St., Chicago 18, Ill., has developed a solenoid-actuated, self-contained scanning printer to print data from high impedance decimal sources. Operating on a minimum +10 volt DC input signal, the Victor Digit-Matic Scanning Printer scans and prints numbers stored in glow counter tubes, digital ohmmeters, Nixie

display counters or other electronic devices. It may be adapted to preform functions from simple listing to addition and subtraction, multiplication and division. Can be furnished with various model adaptations and digital capacities. Normal operating speed is .250 seconds per column scanned. An additional .270 seconds is

added with non-totalizing printers and .350 with totalizing models. Printing press action brings paper to meet the type for clearer, longer impressions. May be modified to include special numerical, alphabetical and other symbols for identification purposes. Priced at $795, delivery is normally within 30 days. **For More Information Circle No. 152.**

OFFSET PRESS

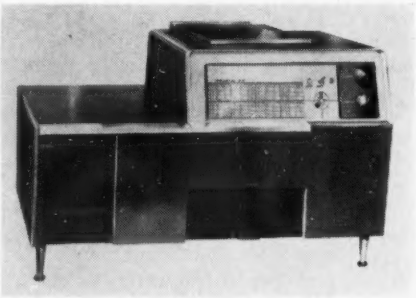
Davidson Corp., 29 Ryerson St., Brooklyn 5, N. Y., announces its Tandem Dual-A-Matic offset press which can be set up to handle several operations of bank check printing. In a series of electronically controlled operations, bank checks are printed, imprinted, numbered and perforated in any specified quantity. An auxiliary piggyback feeder feeds in deposit slips and check reorder forms after the required number of check forms and stubs are printed, so the job is completely collated and numbered when run is complete. Transit and account numbers are imprinted on checks in the E-13B alphabet system for magnetic ink sorting. The tandem set-up also includes two-sided printing. The entire operation is programed



electronically in a cycle that controls the required number of forms, inserts and printing operations in proper sequence. **For More Information Circle No. 140.**

OFFICE CAMERA

Kenro Graphics, Inc., Dept. F-11, 25 Commerce St., Chatham, N.J., makes the Vertical 14 Companion, said to be the first camera deliberately designed to serve the specific needs of the office duplicating de-

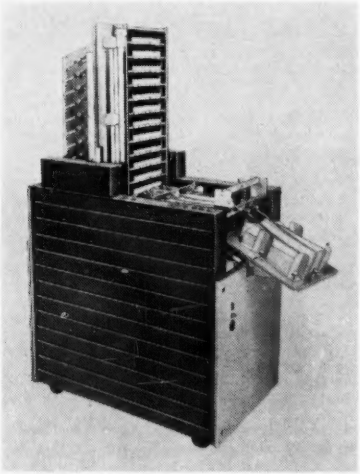


partment or reproduction center as a companion for offset duplicators and a vehicle for photocopying developments to be introduced shortly by allied manufacturers. The Companion exposes line and halftone negatives up to 11″ x 14″. An

interchangeable prismatic head produces, in one shot, right-reading positive or negative photocopies, paper-to-paper, without any negative intermediate. An accessory xerographic head adapts the camera for xerography. **For More Information Circle No. 166.**

COLLATOR

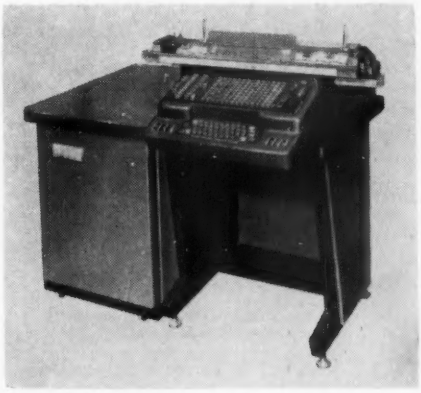
Thomas Collators, Inc., Dept. B, 100 Church St., New York 7, N. Y., announces the Gathermatic Collator with which the full production rate of 6000 sheets per hour is delivered even when equipment is feeding less than its full 12-stations. Adjustment for any number of sheets up to 12 is accomplished by flicking a lever in back of stations not used. Operator can



make a set of sheets numbered 1, 2, 3, 5 and 7, skipping pages 4 and 6 continuously until it is necessary to include them once again in a finished set of 7 sheets. No adjustment is necessary for weight or finish or stock; all 12 stations can be loaded in less than one minute with any size sheets from 3" x 5" to 11" x 14". Accuracy of collation is assured by detectors for misses and double sheets. Each sheet is micrometrically gauged. If a sheet misses or runs double, machine stops instantly so that operator can correct error without checking finished set. Precision feeding controls provide high accuracy, and the miss and double detectors rarely need to operate. Each of the 12 stations holds approximately ½ ream or 1¼" of paper. An automatic stacker assembles finished sets, criss-crossed. An automatic counter provides accurate totals of collated sets. An optional automatic stapler can be attached and synchronized to machine's operation for stapling up to 12 sheets at a time. Floorspace occupied is less than 2 x 4 ft. and collator plugs into any 110-volt AC, 60 cycle outlet. The Gathermatic is priced at approximately $3000. **For More Information Circle No. 123.**

ACCOUNTING MACHINE

National Cash Register Co., Dayton 9, Ohio, makes the Compu-Tronic, a desk-size electronic accounting machine which can multiply numbers in a fraction of a second. For example, multiplying 9,999,-999,999 by .99999 requires less than 1/3 second. Machine can be used by virtually



all types of commercial and industrial concerns as well as financial institutions and government bureaus. It can be shifted from one job to another in a few seconds. A single person can prepare complete payroll records for 500 employees in a single day. Machine automatically checks the

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Cleveland, The Millcraft Paper Co.
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Detroit, The Whitaker Paper Co.

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Norfolk, Epes-Fitzgerald Paper Co., Inc.

Omaha, Carpenter Paper Co.
Omaha, Western Paper Co.
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Pittsburgh, The Whitaker Paper Co.
Portland, C. M. Rice Paper Co.
Providence, John Carter & Co., Inc.

Raleigh, Epes-Fitzgerald Paper Co., Inc.
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Rochester, The Alling & Cory Company

St. Louis, Tobey Fine Papers, Inc.
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Trenton, Central Paper Co.

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FINCH, PRUYN
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For More Information Circle No. 318

New Papermaking Process cuts Bond costs at least 10%

FINCH BOND

First Bond paper ever made principally from Northern hardwoods — at the lowest cost ever, for a Bond this good!

WHAT MAKES IT POSSIBLE: For the first time in papermaking history, the tough, white fibers of select New York State hardwoods have been locked together to form pure, white *economical* Bond paper.
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- **WHITER!**
- **SO ECONOMICAL!**

16 and 20 lb. Cut sizes

INVESTIGATE...

Only an actual test will convince you that so good a sheet can cost so little. Write today for generous sample kit.

FINCH, PRUYN
AND COMPANY INC GLENS FALLS N.Y.

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OUR NAME IS OUR BOND!

FINCH BOND, OFFSET
COOPER'S CAVE OFFSET, BOND, MIMEO BOND, DUPLICATOR, IMPACT OFFSET
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Please send me samples of the new Finch Bond.

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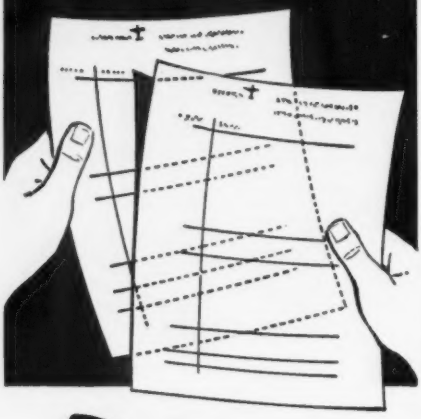

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SHARP enough for the Board of Directors

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From the most detailed engineering drawing to typed or handwritten reports, every line is clearly reproduced in seconds with Patapar Translucent Parchment masters.

Save time, save dollars and add greater efficiency to your office.

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Paterson Parchment Paper COMPANY

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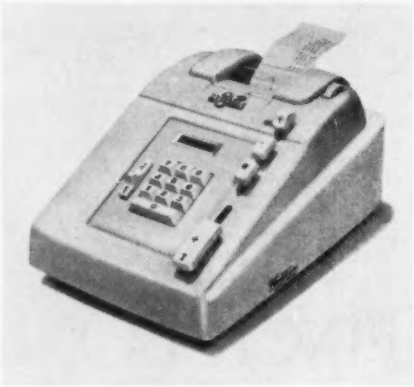
For More Information Circle No. 296

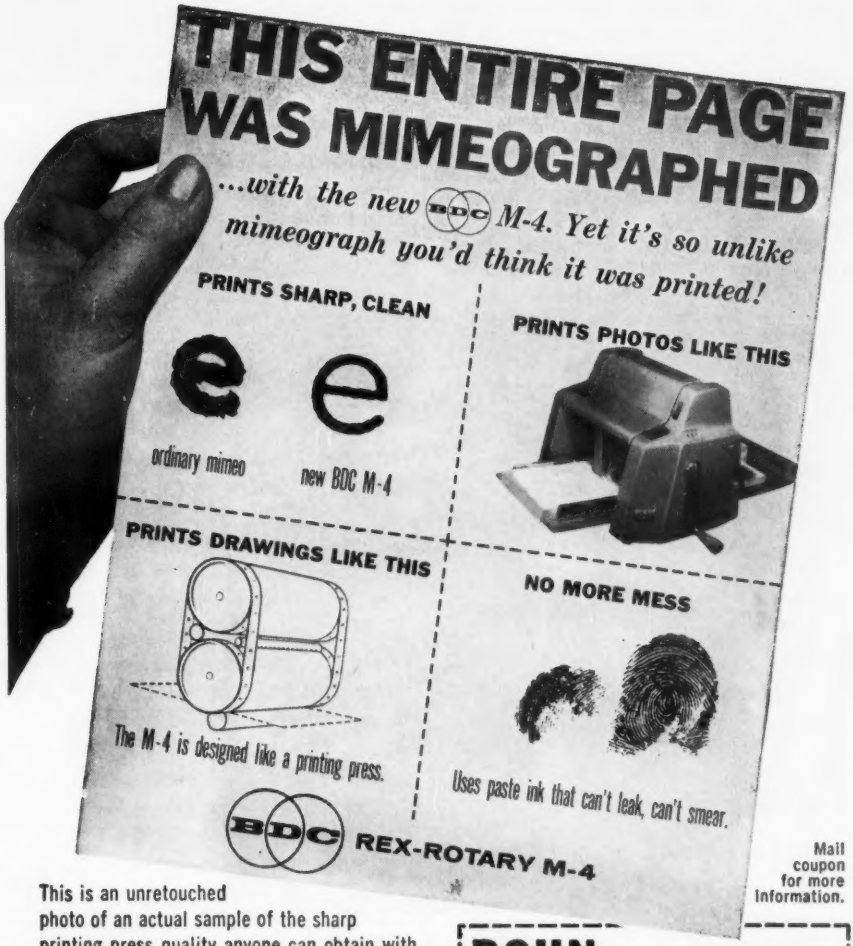
accuracy of its calculations. If it should make a mistake at any time it ceases to function until operator takes the proper corrective action. Because of its many automatic features it can be easily operated by anyone who can operate a conventional accounting machine. Up to 31 electronic memory units supply frequently used figures, such as numbers needed to compute taxes, discounts and other information required for a particular job. This means that machine's mechanical memory units can be saved for storing data needed for accounting purposes. While it is doing its regular jobs, machine can activate a card or tape punch without extra effort by the operator. This means that data required for subsequent analyses, breakdowns or management decisions can be preserved for later automatic processing. First deliveries of the new unit are scheduled for early 1960. More than $2 million in advance orders have been received for the machine which costs $18,000 to $18,750. **For More Information Circle No. 125.**

FIGURING MACHINE

Regna Cash Registers, Inc., 175 Fifth Ave., New York 10, N. Y., announces the Regna Ten adding calculator which has a



signal window that shows green if machine is clear and red if figures have been transferred to machine's accumulator. An in-



This is an unretouched photo of an actual sample of the sharp printing press quality anyone can obtain with the new electric BDC Rex Rotary mimeograph. Prints photos, drawings, newspaper clippings without messy drum or ink pad. No dirty hands or soiled clothes. Automatic inking . . . 3 minute color changes . . . anyone can operate . . . prints from postcard to legal size . . . up to 4,700 copies per hour. Cost? Far less than ordinary electric mimeographs.

BOHN DUPLICATOR COMPANY

Mail coupon for more information.

BOHN DUPLICATOR CO. Dept. 0-11
444 Park Ave. South, New York 16, N. Y.
Please send free portfolio of actual work samples.

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For More Information Circle No. 312

dicator just above the ten-key keyboard shows at a glance whether or not the desired number of figures have been transferred to accumulator. This is helpful if operator is interrupted. Keytops are formed for touch operation. Dual purpose function keys also speed operations. A protective device assures correct operation of handle on manual models. Machine prints clearly legible figures and symbols on self-adjusting tape which feeds straight without jamming. Available in hand and electric models of from six to nine columns with and without subtraction. For illustrated folder with sample tape showing how machine does payroll calculations, **Circle No. 227.**

PAYROLL DEDUCTION CHARTS

Delbridge Calculating Systems, Inc., 2510 Sutton Ave., St. Louis 17, Mo., have revised their Social Security & Withholding Tax Charts to comply with the increased social security tax rate of 3%, effective Jan. 1. Charts also show the required withholding taxes. Wages and taxes are on one line for easy, horizontal reading across the page. Charts are printed in red and black, and tab-indexed for quick, easy reference. Four editions cover all payroll periods: (1) weekly — $1 to $550; (2) bi-weekly —$1 to $1050; (3) semimonthly — $1 to $1050; (4) monthly — $1 to $1300. Each is $3.50. Daily wage table $1 to $30 is included with each chart. Offered on 10-day free trial offer. **For More Information Circle No. 222.**

DATE CARDS

Pro-Forms Co., Box 715, San Francisco 1, Calif., makes a Red Letter Day re-

For More Information Circle No. 427

Helps you get figures faster

If your daily records require the tabulation of job tickets, time cards, sales slips, checks, orders, coupons, etc. — you can get your totals faster and more accurately with a Tickometer. And at a considerable saving in time and work.

• A Tickometer counts eight times as fast as an experienced office worker can count by hand . . . at speeds from 400 to 1,000 items a minute — handles anything from a ticket stub to a ledger sheet. It gives partial amounts or totals, can be set for a predetermined count. Doesn't get tired, bored or careless, and is so accurate that banks use it to count currency! Has automatic feed, stops for damaged items, is easy to operate.

• With optional accessories, the Tickometer also *imprints,* marks and codes; can sign and endorse checks; and can do consecutive numbering.

• A Tickometer, even with occasional use, can show big savings in time and costs, free office people for more important work, and bring extra convenience and efficiency to many departments. Can be bought or rented.

• Ask the nearest PB office for a demonstration. Or send coupon for free illustrated booklet and case studies.

Pitney-Bowes

TICKOMETER

Counting & Imprinting Machine

Made by the originator of the postage meter . . . offices in 121 cities in U. S. and Canada.

PITNEY-BOWES, INC.
3447A Walnut Street
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Send free Tickometer booklet and case studies

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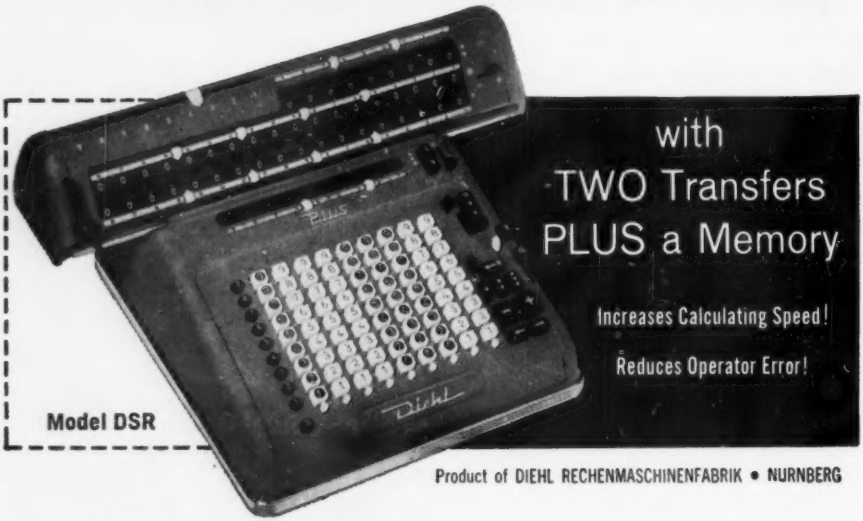
For More Information Circle No. 301

The Only Modern **FULLY AUTOMATIC** Calculator



- *New* patented principles eliminate recopying and resetting!
- Full back-transfer from answer dials to keyboard gives uninterrupted operation.
- Short-cut pushbutton multiplication.
- Keyboard dials prove accuracy at a glance.

Be sure to see and try inexpensive PLUS Diehl before replacing your present equipment. Five models to fit your needs.

Sole United States Distributor: **PLUS DIEHL Calculator Division**

CONTROL SYSTEMS, INC.

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Representatives in Principal Cities

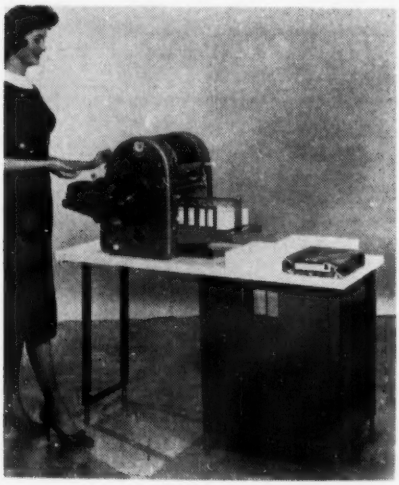
DEALERSHIPS AVAILABLE — Write today for full details of the PLUS DIEHL dealership plan. It offers a complete new field for profitable calculator sales.

For More Information Circle No. 272

minder set, consisting of seven heavy 14" x 22" black cards with red fluorescent numerals on both sides. These are used to form the numbers from 1 to 31 for calendar dates. When displayed in general offices or other areas where many workers are gathered, the large fluorescent numerals can be noted at a glance from as far away as a city block to indicate the date. Hanging or mounting instructions are provided with cards. A set is $10. **For More Information Circles No. 212.**

STENCIL DUPLICATOR

A. B. Dick Co., 5700 W. Touhy Ave., Chicago 48, Ill., announces that well over 10,000 copies per hour can be reproduced by its Model 455 mimeograph. This 11% increase over speeds of previous models permits the 455 to duplicate a ream of paper in 2½ minutes or 200 copies per



minute. For small runs and repetitive jobs, a variable speed control allows operator to select speed best suited to the length of run. An automatic inking system allows reproducing 10,000 copies from a single filling of ink cylinder. A jogging receiving tray acts as an automatic copy stacker and permits immediate collating, folding or two-sided mimeographing. Two

WITH A HANDY

CHALLENGE

PAPER CUTTER

These Challenge Lever Cutters are ideal for duplicator operations or other office jobs particularly where fairly thick piles or large sheets of paper are to be cut . . . accurately.

They are capable of cutting 2½ to 3¼ inches of paper at a single stroke. Four models are available with cutting widths of 19⅜, 23, 26½ and 30½ inches. Both the bench type and stand models are offered.

Also available are easy-to-use Challenge Power Cutters in these same size ranges. For a handy free descriptive booklet on Challenge Lever and Power Cutters and names of local dealers write Challenge. Sold by leading Printing and Duplicator Equipment Dealers everywhere.

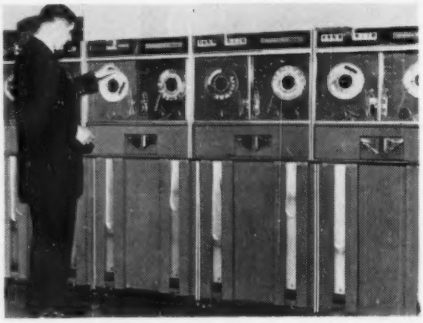
PC-114

THE CHALLENGE MACHINERY CO.
GRAND HAVEN, MICHIGAN
For More Information Circle No. 352

feed rollers, made of high friction Daycollan will never loose their grip on paper because Daycollan does not oxidize, even in direct sunlight. For feeding round cornered papers and certain hard-to-feed card or paper stocks, a special auxiliary paper retainer kit is included as standard equipment. This duplicator is recommended for mimeographing in offices where professional quality mimeographed copies are required with no delay. **For More Information Circle No. 124.**

ELECTRONIC COMPUTER

Remington Rand Div., Sperry Rand Corp., 315 Park Ave. South, New York 10, N. Y., announces that magnetic tape has been adapted to Univac solid state computers. Previously the systems used only punched cards. Equipment will be available with a combined tape and punched-card input and output unit. One model will use 80-column punched cards, the other 90-column cards, and both will use tape. Initial delivery will be made within six months. Data now can be fed into the central processor from punched cards and, after the final computation is completed, the results compiled directly on tape without special conversion equipment. The tape could be used as input for a large-scale computer system. By applying tape the user can more fully utilize the heretofore unleashed speed of the computer's central processor. A typical



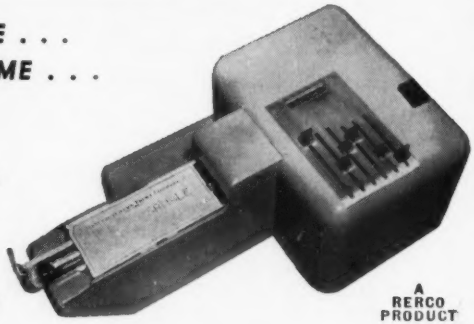
Now . . . ANYONE . . .
ANYWHERE . . . ANY TIME . . .

Can Prepare Punched Card Records As Data Originates!

Cards and carbon interleaved sets of up to six parts are

Punched and Printed In One Operation

Can be read by both humans and machines!

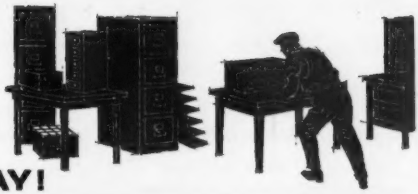


A RERCO PRODUCT

The PUNCHWRITER is operated by any personnel, along with their regular duties, to produce punched and printed payroll checks, bank money orders, time cards, branch office checks, inventory control records, etc. Records can be read by everybody concerned and later processed on tabulating machines. Write for literature describing the portable, low-cost Punchwriter which will extend the advantages of punched cards for you, immeasurably.

RAUB ELECTRONICS RESEARCH CORPORATION
1029 Vermont Ave., N.W., Washington 5, D. C.
Distributorships Available

For More Information Circle No. 428



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NEW ACME VISIBLE ROTARY handles more records, faster, in 50% LESS SPACE!

The modern Rotary look in your office looks even better in your books. For this revolutionary advance in record handling saves up to 50% in high-cost floor space while it gives quick access to as many as 250,000 records. In billing, order dispatching, inventory control, tab card filing and customer service operations, it ends expensive waste motion. Work rotates to the worker with push-button speed! A new "Report" shows how Rotaries save time, money, space for industry, utilities, transportation. SEND COUPON for FREE COPY.

ACME VISIBLE

World's largest exclusive makers of visible record systems.

ACME VISIBLE RECORDS, Inc.
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Please send free report on the "Revolution in Record Handling" . . . showing many types and sizes of power and manual Rotaries.

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COMPANY_____

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CITY_____ ZONE____ STATE_____

For More Information Circle No. 314

For big typewriter performance try an Adler Portable, the lightweight, precision-built machine. Has 88 characters, half-line spacing, two-color ribbon, tabulator, two-tone gray finish and plastic carrying case. Try it at your dealer today—convince yourself. See your dealer or write: "addo-x inc," 300 Park Ave, New York 22, New York, Pl 5-5420

ADLER

For More Information Circle No. 471

system will rent for $9750 a month, or may be purchased at $477,500. The central processor can perform 705,600 additions or subtractions per minute. A reader reads data into the system at 450 cards per minute. Tape is capable of transmitting many times that amount of information. System is designed on the building block principle to allow a user to expand from punched cards to tape without changing computers. For greater input and output performance, he can add additional tape units. The Univac Solid State Magnetic Tape system is comprised of a central processor, magnetic tape Uniservos, tape synchronizer, card reader, read-punch unit and a high speed printer. **For More Information Circle No. 179.**

OFFSET PAPER

Finch, Pruyn & Co., Inc., 9 Glen St., Glens Falls, N. Y., is distributing to printers and publishers a sample folder containing specimen sheets of Finch Offset, a 100% chemical fibre sheet. The new

grade was made possible by the development of the company's new hardwood sulphite pulp mill. Adirondack birch, beech and maple hardwoods are used, providing white, strong pulp at economy prices. Finch Offset features excellent printability and fine appearance. For the samples, **Circle No. 113.**

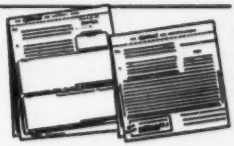
Blue Chip BUSINESS FORMS

Duplisette

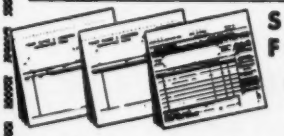
the *READY-MADE* second sheet and carbon set *CLEANEST - FASTEST - MOST ECONOMICAL* method to obtain carbon copies! Available (letter size)—white and 5 colors

ONE-WAY **SPEED MESSAGE** 2-part

TWO-WAY **SPEED REPLY** 3-part



Carbon-interleaved TIME and EXPENSE-SAVING substitutes for needless, costly letter writing! Expedites instructions and *compels immediate replies.* Can be imprinted at nominal cost.

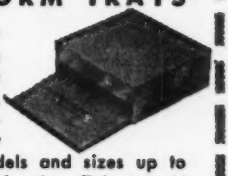


STOCK FORMS

Invoices
Purchase Orders
Bills of Lading

Carbon-interleaved 3 or 4-part sets. Inexpensive, basic business forms at less than custom-made prices! Recommended for modest quantity users. Can be imprinted at nominal cost.

STOCK FORM TRAYS



Neat - efficient lightweight holders for forms — with drawer for copies. Model CT-87 (2-compartment) only $4.50! Other models and sizes up to $7.40 — A MUST for the efficient desk!

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FREE SAMPLES of all forms and catalog showing complete line on request

CARTERET PRINTING COMPANY
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WOrth 6-1454

For More Information Circle No. 353

ONCE YOU **TRY**
SORTKWIK®
YOU'LL NEVER BE WITHOUT IT!

The INVISIBLE Fingertip Magic for
SORTING, COUNTING, FILING UP TO 3 TIMES FASTER!

EASY TO USE! Just rub SORTKWIK between fingers until dry. Hard-to-handle cards, new currency, smooth finish papers can be handled faster, easier. Long lasting supply ... **50¢**

At your stationer or send $1.00 for TRIAL OFFER of two regular size containers

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For More Information Circle No. 354

STEVENSON & SMITH, INC.
LEADING MANUFACTURERS
OF
Intricate, Accurate, Economical
SPECIALTY
Multi-Part Business Forms

Stevenson & Smith, leading business forms manufacturers and business systems creators, are represented, coast to coast, by outstanding Business Forms dealers and systems analysts.

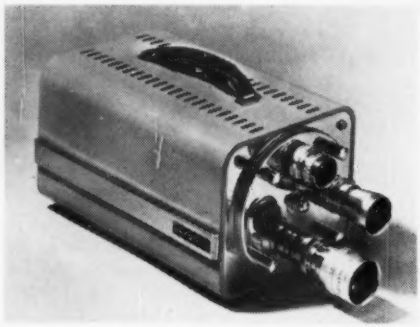
Write for name of your nearest representative.

STEVENSON & SMITH, INC.
Lackawanna Place
BLOOMFIELD, NEW JERSEY

For More Information Circle No. 355

TELEVISION SYSTEM

Argus Cameras Div., Sylvania Electric Products, Inc., 405 4th St., Ann Arbor, Mich., makes a 16-lb. television camera for only $595. This allows businesses, schools, hospitals, etc., to install their own low-cost direct-wire TV systems which can be operated by a layman after reading printed instructions. All controls are on camera. Up to five cameras can be used simultaneously with multiple receivers.



Simple coaxial cable connections, made with a screwdriver, connect cameras and receivers. No special lighting is required. Any standard receivers can be used on channels 2 to 6. Argus equipment includes 17″ (portable) and 23″ monitor receivers and line booster for runs exceeding 1000 ft. Any radio-tv technician can service all equipment which uses stock tubes and operates on 105-128-volt, 60 cycle AC. **For More Information Circle No. 192.**

DUPLICATOR INKS

Colitho Div., Columbia Ribbon & Carbon Mfg. Co., Glen Cove, N.Y., announces development of three special purpose duplicator inks. The first is a magnetic ink for check interpreting systems in banks. A black proof press preprint ink is designed for preprinting direct image paper offset plates on proof press equipment from type. It dries instantly allowing plates to be duplicated immediately after preprinting. This ink should not be used in any

YOU TOO CAN SAVE UP TO 50% ON MANUAL TABULATING COSTS

with the

ALL METAL MULTIPLE-TALLY

by **DENOMINATOR**.

AMERICAN CAN COMPANY • METROPOLITAN LIFE INSURANCE CO.
BUICK-OLDSMOBILE-PONTIAC ASSEMBLY DIVISION • DINERS' CLUB
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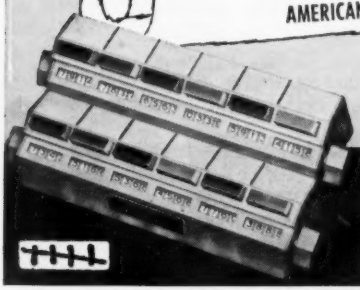

...and the roll is growing month by month as others in YOUR line of business discover this speedier way to tabulate.

The DENOMINATOR COMPANY, Inc.
261 BROADWAY, NEW YORK 7, N. Y.
Manufacturers of Tabulating Machines for over 45 years

For More Information Circle No. 282

SAVE

TIME • MONEY • EFFORT

with a Staplex

AUTOMATIC ELECTRIC STAPLER

Get a fast, accurate, dependable Staplex to do all your stapling. Don't let work pile up . . . don't waste irreplaceable minutes with antiquated stapling methods. Get to that job with Staplex . . . and you'll get it out in record time!

Staplex is **completely automatic** . . . banishes boredom and fatigue . . . boosts employee morale . . . puts dollars in your pocket with savings in time, money and energy.

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THE Staplex COMPANY
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COMPANY_____

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For More Information Circle No. 395

other manner. The third is a black dual-purpose offset and letterpress preprint ink. This is a quick dry jet black which can be used on all types and models of lithographic and letterpress equipment, and as a regular duplicator ink where it is necessary to make a master from another master. It has exceptionally high resistance to emulsification and produces jet black copy. **For More Information Circle No. 160.**

CARD FILE

Mosler Safe Co., 320 Fifth Ave., New York 1, N. Y., introduces Selectronic Record File designed to house any size card with instant access to any one of 200,000 cards. Time studies show the elapsed time for card finding averages less than three seconds. One girl can easily perform every operation while comfortably seated. A master keyboard with recessed selector keys controls the file. A touch of a key

brings desired record pan to operator instantly. Keys are alternately concave to permit instant recognition and provide orientation by touch. Records in each pan are spread in easy-to-see position permitting guides to be located at once. Keys are indexed to identify records in each pan. Present records can be transferred to this file without retyping on new cards. Unit takes only 84⅝" x 39¾" of floorspace, yet is a complete work center. In addition to spacious posting table, it includes a shelf for posting machine or typewriter and

Victor's new, completely automatic printing calculator with the

New Simpla-Key

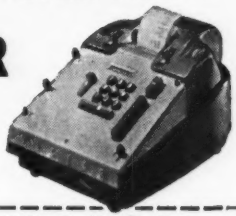
Lets you automatically multiply, add, subtract, or divide with a flick of **One Key!**

Flick Up to Multiply

Center to Add, Subtract

Flick Down to Divide

VICTOR Automatic Printing CALCULATOR



Imagine! Multiply, divide, add or subtract with the new Victor Calculator—all automatically! Just flick the Simpla-Key—enter figures as you'd write them—and the machine does the rest. Unbelievable!

A printed tape, with a true symbol, identifies figures entered and operation performed. See the unique Victor Calculator today. Convenient terms. See "V" for Victor in the adding machine section of the Yellow Pages.

VICTOR ADDING MACHINE CO., CHICAGO 18, ILL.
Victor Adding Machine Co., (Canada), Ltd., Galt, Ont.
Manufacturer of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment, Electri-Cars.

Victor Adding Machine Co., Dept. O-1159
Chicago 18, Illinois
Send me complete new brochure on Victor Automatic Calculator.
Name _____
Company Name _____
Address _____
City _____ Zone ____ State ____

For More Information Circle No. 426

locker for operator's personal belongings. Designed to blend with any decor, it can serve as a room divider. Since the back is vertical, it can be placed flush against a wall or two units can go back-to-back. File may be passed through a 36″ door by simply removing the back cover plate. It can be plugged in and put to immediate use on delivery. In case of power failure, file can be operated manually. A repair-free capacitor start motor combines both driving and braking power. Dynamic braking eliminates coasting which might carry pans past desired location. **For More Information Circle No. 145.**

ELECTRIC TYPEWRITER

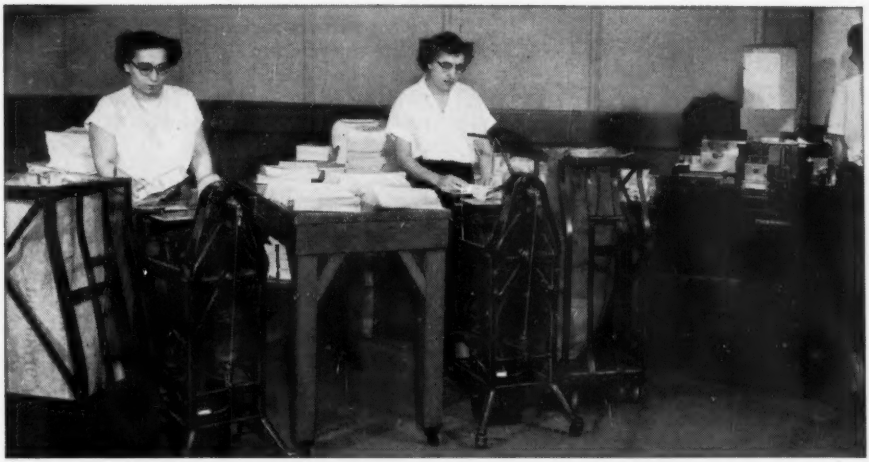
R. C. Allen Business Machines, Inc., 668 Front Ave., N. W., Grand Rapids Mich., announces several improvements on its A Model Electrite Typewriter. The electric shift, which operates from either side, responds to the same easy touch found on the keyboard. As a result, there is no interruption or slowdown in typing speed and rhythm. The Electrite has a transparent, built-in card holder, controlled from front of the machine, which permits the operator to type any place on

any card. Typing material may be inserted or removed from the machine without touching the bail. By simply moving the paper release forward the bail raises automatically, lowering immediately for

LUXACOPY = 5 perfect copies in 1 minute

HERMANN WOLF GMBH. • WUPPERTAL-E
WEST GERMANY
Manufacturers of Mechanical and Optical Apparatus

For More Information Circle No. 356



TIES 10 times faster for Butler Bros.

"We tie out as many as 100,000 pieces of mail a day on our two Bunn Tying Machines . . . and do it 10 times faster than by hand-tying," says Miss K. Bryant, Service Department Supervisor of Butler Brothers, one of the world's large distributors of general merchandise.

Operators simply place a stack of envelopes on the Bunn Machine and step on a treadle. In only 1½ seconds it is neatly and securely tied.

Dozens of different mailings go out each day, but because the Bunn Tying Machines adjust automatically to any size or shape, no time is lost in changing from job to job. Every stack is tied with just the right amount of twine and with uniform tightness. The exclusive Bunn knot is approved by Postmasters everywhere.

Bunn Tying Machines pay for themselves many times over, in many ways. Fatigue-less operation increases employee efficiency . . . anyone can operate without training . . . easily moved to break bottlenecks in any work area.

PACKAGE TYING MACHINES — SINCE 1907

BUNN

B. H. BUNN COMPANY

7605 Vincennes Ave., Dept. OF-119, Chicago 20, Ill.

MAIL THIS COUPON NOW

B. H. Bunn Co., Dept. OF-119
7605 Vincennes Ave., Chicago 20, Ill.

Please send free booklet which illustrates the many advantages of Bunn Tying Machines.

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Company _____

Address _____

City _____ Zone ____ State _____

For More Information Circle No. 234

For the "Up-to-date" and the "Up-dated" office.

PEAK EFFICIENCY with modern P.E.C. 'MATIC' posting equipment

P.E.C. keeps pace with modern office methods

DUO-MATIC POSTING TRAYS AND STANDS

PORTA-MATIC POSTING TRAYS AND STANDS

TILT-O-MATIC TRAYS (For Register Forms)

V-MATIC TRAYS (Small Capacity Containers)

HANDI-MATIC TRAYS (For writing board and machine accounting records requiring small capacity containers.)

Write today for our new, complete catalog.

P.E.C. M-L ASSOCIATES

MEAD-LEE Associates
SOLE DISTRIBUTORS FOR
POSTING EQUIPMENT Corporation
1721 Elmwood Ave., Buffalo 7, N. Y.

For More Information Circle No. 373

typing when paper release lever is returned to position. In addition, the Electrite offers a new linefinder top, linespace lever, and ribbon tension control, all designed for easier, more efficient typing. Other standard R. C. Allen features, such as visible margin set and quick-switch platen, have been incorporated in the machine. It is available in seven office-matched colors, all with pearl white trim. **For More Information Circle No. 165.**

BRIEF CASE

Leathercraft, Inc., 2320 S. Western Ave., Dept. A-2, Chicago 8, Ill., introduces Sturdex Brief Bag as an ideal business gift. It is unconditionally guaranteed for five years. It has the smart appearance and craftsmanship of finest leather cases, at half the price. This Sturdex business case has the exclusive Perma-Edge and Perma-Handle which are virtually indestructible,

and are fully guaranteed for the life of the case. Collapsible bottom, three compartments, solid steel frame cannot sag and stays open when the bag is opened. Available in 16" or 18" sizes, and in suntan or ginger colors. List price from $11.50. Special discounts for large volume users. **For More Information Circle No. 141.**

THE PREMIER ∴

REAM CUTTER

NOW! a professional paper cutter even the smallest office can afford

Precision engineered to give years of dependable service

Complete machine manufactured in U.S.A.

$249.95

LESS STAND

Optional equipment: Sturdy stand attractively finished in gray wrinkle **$29.95**

A Necessity for Industries, Banks, Insurance, and all businesses with duplicating departments . . . Printers, Letter Shops, Stationers, Schools

Precision cutting!
Cutting blade runs on precision bearings. Hard maple table on steel frame. Cutting gauge graduated in 1/16" increments for complete, accurate cutting.

Easy to use!
Advanced mechanical leverage system cuts any printing stock 18" wide x 2" thick. Fast-setting back stop controlled automatically by rotary handle.

Safer than scissors!
Safety knob must be released before blade is lowered. Any employee, male or female, can operate the Premier Ream Cutter in complete safety.

- Priced far *less* than *smaller* competitive models!
- So safe, so easy, anyone can cut paper to your needs
- Cutting blade of finest air-hardened tool steel

SPECIFICATIONS

Cutting width	18"
Cutting capacity (thickness)	2"
Overall size	26" x 26"
Net weight	102 pounds

MARTIN-YALE, INC., 2100 W. Fulton St., Chicago 12, Ill.

For More Information Circle No. 457

MINUTES MEAN MONEY!

Super Speed
CADM ROTARY COLLATOR

COLLATE ANY WEIGHT, SHAPE OR SIZE

Here is the answer to those time consuming jobs. Built to meet the needs of your office or duplicating departments, it's more flexible than most more expensive machines. Takes a minimum of floor space and saves minutes on every job. Minutes mean money.

Write today for full information.

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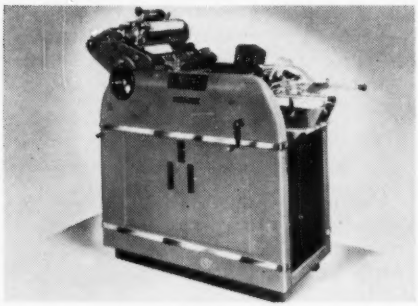
742 SOUTH SHERMAN STREET • CHICAGO 5, ILLINOIS

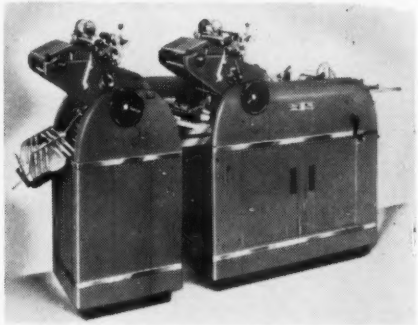
For More Information Circle No. 320

OFFSET DUPLICATORS

Addressograph-Multigraph Corp., 1200 Babbitt Rd., Cleveland 17, Ohio, makes the Multigraph Models 1250 ASC (Automatic Sequence Control), 1250 AF (Automated Features) and 1275 AF, operation



of which is greatly simplified through automation of a number of formerly skilled or semiskilled manual tasks. Multilith Model 1250 ASC features automated sequence control that completely takes over the reproduction of the required number of copies at the turn of one control. Particularly adaptable to short-run and systems duplicating, unit may also be used to produce halftone and high quality color work. Degree of automation is tailored to



meet the particular needs of any given problem on the Model 1250 AF, while Model 1275 AF permits reproduction on both sides of the sheet or two colors in a single run. Efficiently handling both long and short run work, the 1275 AF is used

Holds 1800 Blue Prints for *QUICK* filing

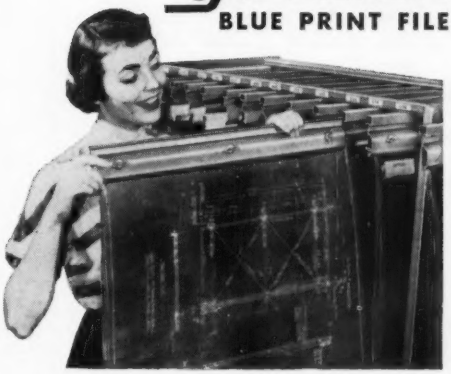
Glider
BLUE PRINT FILE

Created for savings in filing space, time and effort, Gliders are available for print widths of 20" to 48". Gliders obsolete peg-type filing and hole-punching.

Your prints "glide" into place. Plan holders are retained from end-to-end, with no chance of bending or springing. Eye-easy indexes provide you with rapid reference.

All-steel Gliders, finished in a handsome grey, harmonize with modern office equipment. Extensions are available.

For longer print "life" and for efficiency, durability and economy in vertical filing, specify Glider. Order now through the best office suppliers or write for illustrated literature.



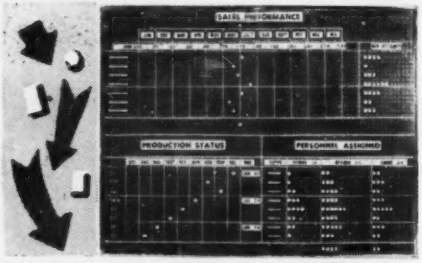
MOMAR INDUSTRIES • 4176 W. MONTROSE AVE.

CHICAGO 41, ILLINOIS • PHONE AVenue 6-7270

For More Information Circle No. 357

magnetic

VISUAL CONTROL BOARDS



Make Card and Peg Systems Obsolete

No fuss . . . no mess with cards, pegs, or other signal devices with "Maggie" Control Systems. Permanent colored magnetic indicators that move with finger-tip ease offer the easiest, quickest way to chart sales, production, inventories, traffic, etc. The first cost is the last cost because there are no cards or pegs to replace. **Packaged kits—board and magnetic indicators—begin at $49.50.**

For further information, write to:

maggie magnetic visual aids corp.
39 West 32nd Street, New York 1, N.Y.

For More Information Circle No. 235

WHICH ONE OF THESE
MANAGEMENT QUESTIONS
GETS A HAZY ANSWER IN YOUR COMPANY?

1. *What is Policy?*
2. *What are the 7 marks of a Useful Report?*
3. *How can we write procedures so anyone can understand who does what and when?*
4. *How do bootleg forms affect office costs?*
5. *Will Electronics solve your office problems?*
6. *Is an organization chart A Useful Tool?*

Each of these questions is answered in separate issues of SYSTEMATION, a new service by a 42 year old management service company.

SYSTEMATION costs $20. a year. But you can judge for yourself first. Write for free **FREE** copies of issues answering any two of the above questions.

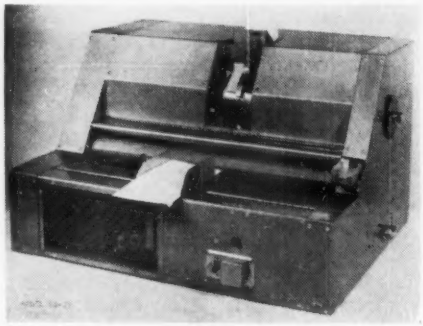
Systemation Division of Ross-Martin Co.
Dept. A-12119, P. O. Box 800, Tulsa 1, Oklahoma

For More Information Circle No. 237

extensively for the high speed reproduction of masters prepared by tabulating printers. Addition of these units to the Multigraph line extends its versatility to a wide variety of work formerly considered outside the office duplicator's sphere. In addition to simplifying operator training the new units cut costs by eliminating paper waste and speeding production. **For More Information Circle No. 138.**

ADDRESSING MACHINES

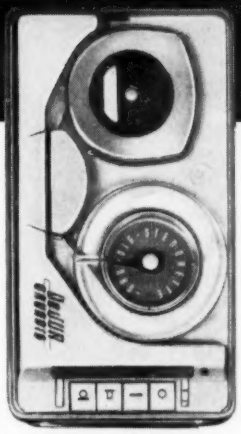
Duplicard Addressing Machines Co., 1010 E. Chestnut, Santa Ana, Calif., announces new addressing machines in three models — ES-14, ES-22 and ES-22-Tab — electrically-driven, electrically-timed. These new models are 75% automatic, feeding and stacking card masters automatically



and stacking the mailing pieces automatically face up. Extremely easy to feed; an inexperienced operator can feed 4000 to 5000 addresses per hour and produce about 1000 to 1800 addresses per hour. Two operators will about double these figures, depending on the operators and the type of material being addressed. Like other Duplicard machines, the ES models print directly from 3″ x 5″ file-master cards. ES-22-Tab also prints from standard 3¼″ x 7⅜″ tabulating cards (IBM, Remington Rand, etc.). The three models handle almost any mailing piece (including coated paper) from 2½″ wide to the width of the feed table (14″ or 22″), from

now just reel off your dictation

the new DeJUR GRUNDIG STENORETTE system will do the rest



STENORETTE® "T". This **fully transistorized,** tubeless, 1960 miracle offers the world's speediest dictation and transcribing. It gives error-free operation with re-usable Magnetic Tape, pushbutton control, illuminated Linear Progress Scale, three sensitivity settings, adjustable microphone review button, telephone accessory. Teamed with the portable Companion, it's the greatest compatible dictating/transcribing system for office, branches or travel. *Complete with dictating or transcribing accessories.*

$199.50 plus F.E.T.

DeJUR

STENORETTE® COMPANION. This self-powered, portable dictating machine is as compact as an order book, carries its own built-in lifetime battery, performs like a full size dictation unit. Check these great features: 1. Equipped with magnetic tape for compatible use in the office on Stenorette "T". 2. Complete pushbutton controls for dictating, review, corrections. 3. Automatic settings for personal or conference dictation. 4. Power supply lasts for years. 5. Built for rugged use. 6. **Fully transistorized.** *Complete with dictating accessories.*

$199.50 plus F.E.T.

DeJUR-AMSCO CORPORATION, 45-01 Northern Blvd., Long Island City 1, N. Y.

Please send me complete information on ☐ Stenorette® "T" ☐ Stenorette® Companion

Name_____ Address_____

Company_____ City_____ Zone____ State____

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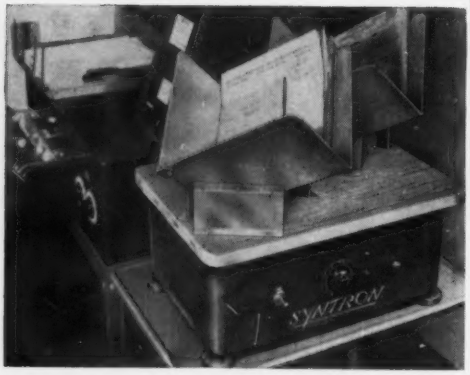
For More Information Circle No. 452

SYNTRON

Vibrating

PAPER JOGGERS



Save time — reduce costs
Speed aligning stock for easier handling and for automatic operations

SYNTRON Paper Joggers increase the efficiency of many office operations by jogging material to perfect alignment for easier handling—checks, punch cards, invoices, material for filing, microfilming, manual assembly, etc.

SYNTRON Paper Joggers are efficient and dependable. Rate of vibration or amplitude is instantly adjustable.

Electromagnetic, they will last indefinitely when operated under normal conditions, and require a minimum of maintenance.

You will save time and cut cost when you use SYNTRON Paper Joggers.

Write for catalog data—FREE

SYNTRON COMPANY
715 Lexington Ave. Homer City, Penna.

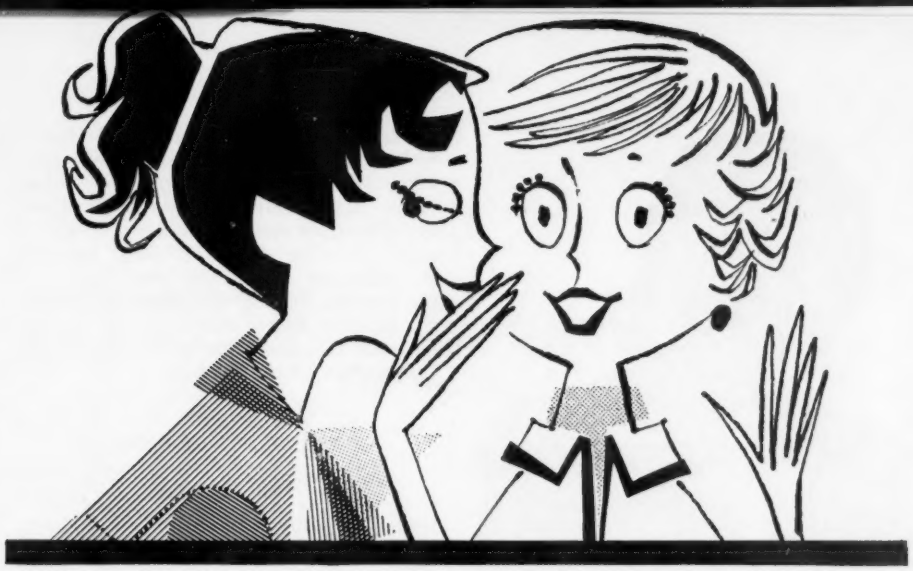
For More Information Circle No. 358

4″ to 12″ long, and from a piece of 20-lb. paper (as, for instance, a billhead or ledger sheet) to a magazine or catalog about 5/32″ thick. On the ES-14, the line of printing is centered 3″ from the operator side and 11″ from the offside of the machine. Models ES-22 and ES-22-Tab have the line of printing in the middle of the 22″ feed table. Position adjustment and guide rails enable operator to quickly adjust desired position of address. **For More Information Circle No. 120.**

PAPER SHREDDER

Industrial Shredder & Cutter Co., 103 Mill St., Salem, Ohio, announces a paper shredder with a capacity of 400 lbs. of newspaper stock per hour. It can be quickly adjusted to deliver three different shred widths: 3/32″, 3/16″ and ½″. It will completely destroy confidential office papers

conveniently and quickly as well as convert large quantities of wastepaper to packing material. If not needed for packing, shredded paper is easily baled and sold for cash. Shredder also handles other materials including leather, various fibres and scrap plastic. It features a unitized assembly of straight knives and a fluted feed roll for jam-free operation. This rigid



♡ffice l♡ve affair bared

(Boss gives his blessing)

When typist meets NU-KOTE (the first plastic-base typewriter carbon ever) presto! — a boss-pleasing office romance is born. Reasons aplenty, too: for instance, NU-KOTE gives you immaculate copies always. Copies that stay clean. Every letter boldly clear from start to stop. NU-KOTE comes in only one weight and finish. Best results by far for any typewriter, almost any copy job. And NU-KOTE outlasts ordinary carbon 3 to 1!

AUTHORIZED DEALER — Burroughs M&V CARBONS & RIBBONS

NU-KOTE

CARBON PAPER

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For More Information Circle No. 469

I prefer

Torpedo

PORTABLE TYPEWRITERS
STANDARD TYPEWRITERS
FRONT FEED TYPEWRITERS
ACCOUNTING MACHINES

For more information contact

TORPEDO-WERKE AG
FRANKFURT/M. - ROEDELHEIM

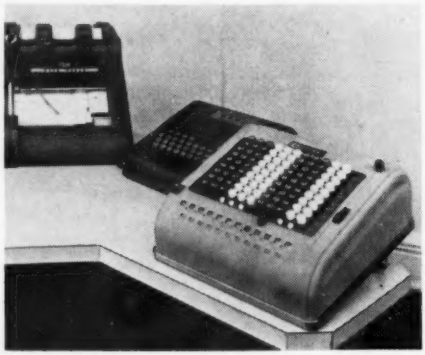
Founded 1896 Western Germany

For More Information Circle No. 383

construction prevents knives from accidently bending out of cutting shape, or paper jamming in the machine during operation. Knives are quickly accessible for sharpening after long use. The unit is only 18½" high, 25" wide and 28½" long. Handles on each side of machine are convenient for carrying from one location to another for table or bench location, or it can be mounted on stand with casters. **For More Information Circle No. 203.**

CALCULATOR & PUNCH

Comptometer Corp., 1724 N. Paulina St., Chicago 22, Ill., introduces the Compto-Card data preparation system which combines calculating and key punching into a single operation. It eliminates an entire operation by producing punched cards as a by-product of required calculations. Small



enough to be placed on a standard desk top, it may be operated by a Comptometer operator without additional training. A key punch simultaneously punches the calculations directly into cards. Field tests by Comptometer show that Compto-Card can produce savings which will pay for entire cost of the equipment in less than six months. For those who require punched tape rather than cards, the company offers ComptoTape. A solenoid operated two-total adding machine may be used as an accessory to ComptoTape, with other machine equipment, or may be operated manually. It can operate at speeds in ex-

NEW!

"MIGHTY MITE"

Complete Round Steel Strapping Kit

Now, at amazing low cost you can have the means to produce steel strapped packages,—stronger, assuring safe arrival, and offering greater protection against pilferage and concealed losses.

Here is a complete Round Steel Wire Strapping Kit containing everything you need to reinforce, seal or bundle small shipping cartons. It is designed specifically for the office and shipping room in which the heavier type strapping equipment would be impractical.

The kit contains a light weight, compact, single stroke steel strapping unit, 2500 feet of 18½ gauge copper coated steel strapping in an "easy feed" easel fibre carton, and an auxiliary cutter.

The unit tensions and securely ties the round steel strapping with a single stroke of the lever,—the entire operation takes only seconds.

The economical "Mighty Mite" will pay for itself in reduced shipping losses in an amazingly short time. Don't delay—order your complete steel strapping kit today! Satisfaction guaranteed.

INLAND WIRE PRODUCTS CO. **3944 South Lowe Ave., Chicago 9, Ill.**

☐ Please ship immediately "Mighty Mite" complete steel strapping kit with everything needed for parcel post and light express packages at **$57.85** postpaid.

☐ Send me literature on "Mighty Mite" Steel Strapping Kit.

☐ Check enclosed ☐ Bill me in 10 days.

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For More Information Circle No. 328

FIRST | IN QUALITY IN PERFORMANCE ATLAS
VERTICAL FILING SYSTEMS

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- EFFICIENT
- ECONOMICAL
- SAFE

FOR
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STENCILS • SKETCHES • ARTWORK
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ATLAS HANGERS AND CABINETS

Only Atlas manufactures a complete line of cabinets and hangers in 11½", 14", 18", 22", and 24" widths.

DNP Hangers (illustrated)—for offset plates and negatives

SH Hangers—for serrated edge offset plates

PH Hangers—for pinhole edge offset plates

PSC Hangers—for straight edge plates, negatives, stencils

DSH Hangers—for standard stencils

DGR Hangers—for foreign heading stencils

File-Grip (TM) Hangers—for large offset plates, blueprints, maps, etc.

Write For Complete Literature

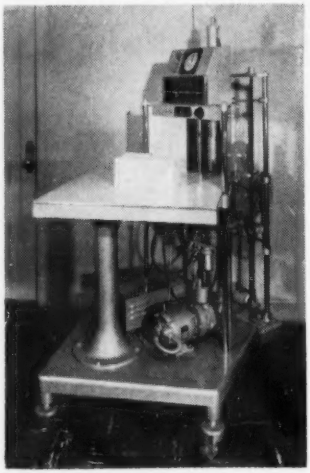
ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 360

cess of 20 impulses per second. In a ComptoTape system it provides both printed proof of prepared data and an accumulation of all pertinent information. **For More Information Circle No. 182.**

PAPER COUNTING MACHINES

Vacuumatic North America, Inc., 405 Lexington Ave., New York 17, N. Y., announces the Mark VIII, a table model that will count sheets from 3" to 10" square with guaranteed accuracy at the rate of 500 sheets in 20 seconds. The



Mark II Vacuumatic machine will simultaneously count and insert marking tapes at predetermined intervals of 9 to 999 sheets. Latter quantity is set by simply turning three knobs. Other Vacuumatic machines, mounted on casters, will count paper on skids starting either at the top or at the bottom, at the rate of 1500 sheets a minute. For information on machines that count papers and currency, **Circle No. 101.**

PUNCHED CARD STOCK

Dobeckmun Co., 3301 Monroe Ave., Cleveland 1, Ohio, has developed tear resistant, flex resistant Duralam card stock

Figure NEW Payroll Deductions with Famous DELBRIDGE Social Security and Withholding Tax Charts!

Effective January 1, 1960, increased social security tax deductions must be made from employees' earnings. The revised DELBRIDGE Social Security & Withholding Charts feature these new deductions *plus* withholding taxes. Deductions are *pre-calculated* and on one line for *quick, easy* and *accurate* recording. No other method offers so many advantages:

- **Faster than machine or hand figuring!**
- **Practically eliminates computing errors!**
- **Simple, easy to use!**
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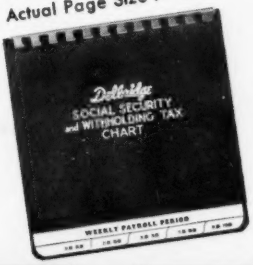
Actual Page Size 7" x 7"



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Street Address.....

City.....Zone.....State.....

(Specify quantity wanted and payroll period, here)

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For More Information Circle No. 468

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WELDED CABINET designed specifically for maximum filing efficiency.

FILE CAN BE MOVED WITH CONTENTS INTACT. Rugged Spacefinders are shipped complete and ready to use.

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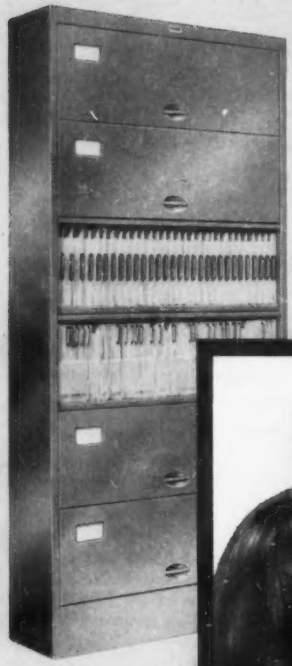

An appearance asset to any office.

Instant visibility and availability for thousands of records.

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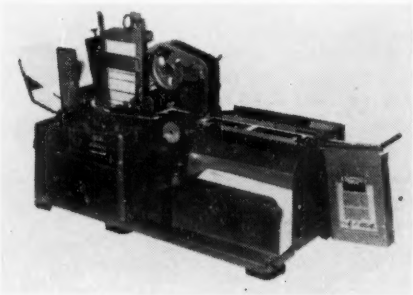
Send to Dept. O, Tab Products Co., 995 Market St., San Francisco 3, for 24-page catalog and name of our local representative for full information on Spacefinder savings.

For More Information Circle No. 463

for tabulating cards used in ledger sheets, rotary files, index and tub file cards. Tough and long wearing, this dimensionally stable card stock combines paper with Mylar in a lamination that contains the inherent characteristics of both. This permits punching holes closer together, greater accuracy in recording and interpreting, and a life expectancy at least four times conventional cards. **For More Information Circle No. 218.**

ADDRESSING MACHINE

Elliott Addressing Machine Co., Cambridge, Mass., announces the electric Model 1250A Automatic Feed Addresser, a compact, self-contained unit occupying no more than half of a standard desk-top. It is particularly suited for smaller office operations, simplifying maintenance of one's own list and allowing fast handling of mailings. Addresser automatically feeds postcards, envelopes, folders and sheets



up to 7" x 10" at 2000 addressed pieces per hour. To begin addressing, the operator simply depresses a finger lever. Loading and removing stencils by the trayful insures high sustained output. Standard features include a transcript attachment to prepare a list on plain or gummed tape, automatic last stencil stop, and print roll throwout actuated when there is no material in addressing position. Optional attachments include repeater, counter, dater and cutoff rolls. Price is $495 plus tax. **For More Information Circle No. 105.**

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'Triumph'
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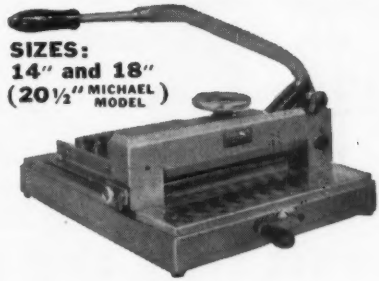

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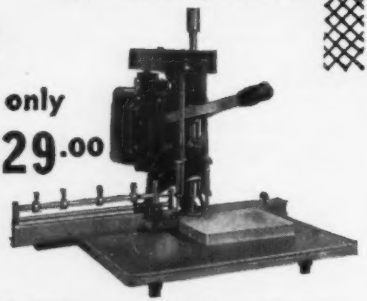

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For More Information Circle No. 363

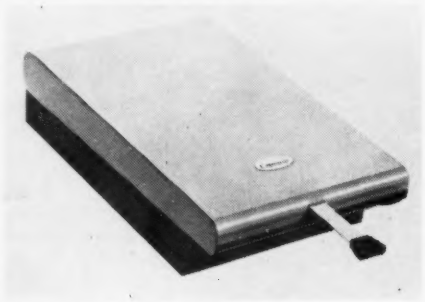
CHAIRS

Luxco, Inc., 100 King St., LaCrosse, Wis., announces the Luxco Standard series of executive chairs featuring a combination of modern design, quality construction and functional excellence, all at popu-

lar prices. There is an executive posture chair for $49.95, an armchair for $34.95, a sidechair for $19.95 and a secretarial posture chair retailing at $29.95, providing a "roomful of chairs for only $135." **For More Information Circle No. 130.**

PHOTOCOPY PAPER DISPENSER

Copease Corp., 425 Park Ave., New York 22, N.Y., offers a single-unit photocopy paper dispenser which holds both 8½"x11" and 8½"x14" positive and negative photocopy paper. Designed to eliminate the need for two dispensers, the unit may be used for both standard and legal



size papers with a simple adjustment as the need arises. Attractively finished in two-tone gray enamel, a redesigned non-slip paper feed device assures ejection of one sheet of negative paper each time ejector is pushed. Accommodates all photocopy papers including Agfa Copyrapid negative paper which makes two

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TO ELIMINATE
PURPLE FINGERS,
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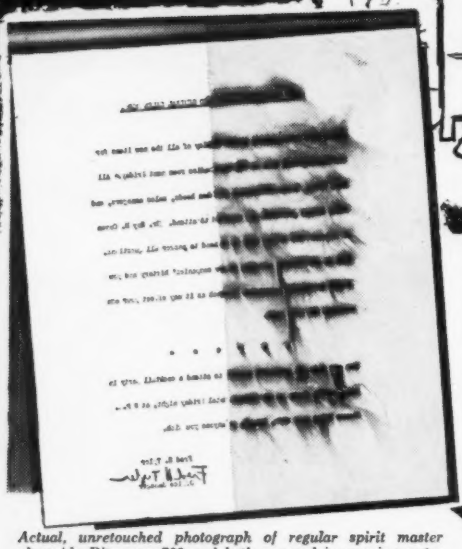
AND MESSY COPIES!



Actual, unretouched photograph of regular spirit master alongside Rite-copy 700 and both emersed in running water

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MASTER SPIRIT UNIT
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- *Eliminates need for special hand cremes and cleansers*
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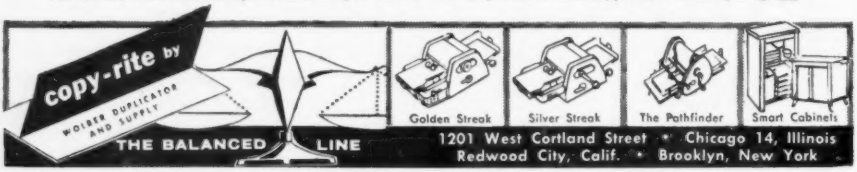
For full details on our complete line of Spirit and Stencil Duplicators and Supplies, Write Dept. O-22



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For More Information Circle No. 464

positive black-on-white copies from each negative without special developer or change in exposure dial setting. This paper may be used on Copease Duplex, Cameo or Book Copier models, making perfect copies of any original, in any type, ink, crayon or pencil. Price of the duel purpose dispenser is approximately $25. **For More Information Circle No. 158.**

INTERCOM

Automatic Electric Co., Northlake, Ill., makes the Type 87 Key Telephone which provides multiple-line pick-up and hold features without requiring separate control relays for each. Mechanical switching, ringer, holding bridges and visual signaling equipment are all contained within the telephone's housing. Developed by General Telephone Laboratories, the instrument is designed for use on P-A-X, P-A-B-X or central office lines. Three pairs of translucent, locking pushbuttons beneath the dial, for pick-up and hold, are mechanically linked so that operation of either one of a pair will restore associated button. Straight-line ringer within instrument housing provides audible signaling for any of the three lines. Neon bulbs beneath the buttons are lighted by

ringing current to indicate on which line a call is available. A seventh button allows user to signal a secretary, an extension telephone, or in certain P-A-B-X's to transfer an incoming trunk call to

It's unique! It's different! It's the realistic, modern and economical way to store office records in units that are carry-able. Effects savings of more than 75% on equipment costs and 300% on space costs. MIRACLE FILES are regarded as a MUST by modern management. Investigate today how they can curb rising costs.

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For More Information Circle No. 239

another station. The Type 87 Telephone can be equipped for complete privacy. Extensions can be excluded from one line by two buttons located near the handset. Pushing one will cut off all extensions; pushing the other restores the extensions. Extensions are automatically restored when handset is replaced on cradle. **For More Information Circle No. 196.**

TIME RECORDER

Stromberg Time Corp., Thomaston, Conn., introduces the Stromberg 114 automatic imprint in-and-out time recorder for small payrolls. It can accommodate a varying number of employees on irregular work schedules, printing accurate time records on conventional timecards in a manner that simplifies payroll calculations.

It includes essential features of larger recorders and costs $175. As simple to install as an electric clock, the Model 114's large time indicating pilot dial and type wheels are geared together for correct synchronism at all times. Single-color day and time impression on front of each timecard is automatically printed when card is inserted and automatically positioned on the correct line for each day. P.M. hours are indicated by underscoring the day character. The ribbon drive provides maximum wear while maintaining a

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Circle No. 254

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SAFE! No unpleasant odors or fumes, no blinding lights, no hot grids, no messy trays.

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0-11

bright impression. Stromberg vertical file timecard racks and standard size timecards are available for use with this recorder. **For More Information Circle No. 111.**

RECORDING MACHINE

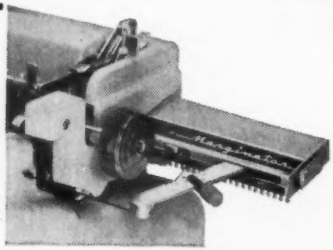
Dictaphone Corp., 730 Third Ave., New York 17, N. Y., makes the Dictaphone Dictalog Recording Machine designed for conference recording, recording of police and fire department, air and highway traffic control communications, and monitoring of radio broadcasts. Recording medium is an 8½" x 11" plastic belt which can be filed in any filing cabinet. Machine operates with two belts, each taking two hours of recording to provide four hours of unattended, uninterrupted recording. Any part of either belt can be played back while recording, and recording can continue on one belt when a belt is taken from the files and placed on machine for play-back. Carriage control pinpoints re-

corded messages, making it easy to find them. Signal lights tell when power is on, when machine is recording, and when it is time to change a belt. Recordings can be erased and belts reused. **For More Information Circle No. 178.**

NOW! TYPING that looks like PRINTING —

at a fraction of the cost!

Inexpensive Typewriter Composition That Looks Like Expensive Typeset Printed Matter



Your "copy" CAN Look Like This

Now - your typewriter is more useful than ever. Anything that is now set up in type can be well reproduced with typewriter composition, and JUSTIFIED so that regular type-set printing is simulated. Regardless of the process of reproduction -- whether for a daily newspaper, an elaborate brochure, or a simple offset, mimeographed, or hektographed bulletin, the Marginator now offers you composition at greater savings than ever before possible. The two columns shown are IDENTICAL line for line. Compare them and see how perfectly the MARGINATOR evens up the right-hand margin.

Your "copy" Now Looks Like This

Now - your typewriter is more useful than ever. Anything that is now set up in type can be well reproduced with typewriter composition, and JUSTIFIED so that regular type-set printing is simulated. Regardless of the process of reproduction -- whether for a daily newspaper, an elaborate brochure, or a simple offset, mimeographed, or hektographed bulletin, the Marginator now offers you composition at greater savings than ever before possible. The two columns shown are IDENTICAL line for line. Compare them and see how perfectly the MARGINATOR evens up the right-hand margin.

Write for Free Illustrated Folder

MARGINATOR COMPANY, 1121 W. Magnolia Ave., Burbank, Calif.

For More Information Circle No. 365

"The printer said $600 ...and we couldn't afford it"

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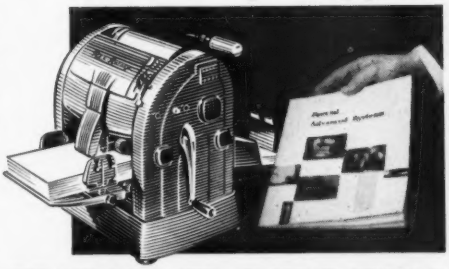
Prints *pictures*...*any type*...any illustration—in black, in *colors*. Anyone can operate the modern REX-ROTARY. It prints thousands of copies automatically (stops automatically, too). It's fast...easy... clean (sealed ink cartridges prevent messy fingertips!) Unique ink control assures uniform printing! And note: at the touch of a lever, letter-size stencils print without masking (a REX-ROTARY *exclusive*).

You'll also want to know about the amazing ELECTRO-REX...the automatic stencil-maker that cuts stencils *electronically!* At the flip of a switch it transfers, to the stencil or offset plate, type proofs, clippings, photos, drawings—exactly like the original.

For full information, or demonstration, send coupon.

the OFFICE printing press



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On Ring Binders

3 Standard Sizes

SO-1 for 1" Ring Books
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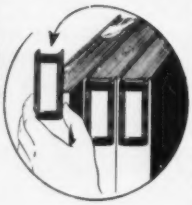
You'll enjoy their neat uniform appearance. Their durable metal construction will last indefinitely.

Your Choice of Kolor-Klip

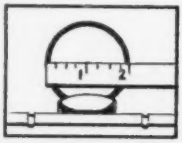


Red, blue, green, black and ivory —fabricated from plastic.

2 Standard Sizes

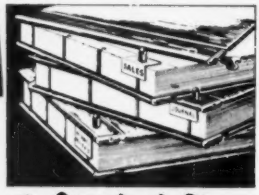
KK-1 for 1" Ring Books
KK-2 for 2" Ring Books

Built-in storage space for label. Clips swivel for a perfect fit.



For proper size when ordering, for ring binders, measure diameter of ring.

On Post Binders



They're made of Vinyl Plastic—will not warp or curl—will fit every type of open back binder.

3 Standard Sizes

PBS—½" x 2½"
PBM—1" x 2½"
PBL—2" x 2½"

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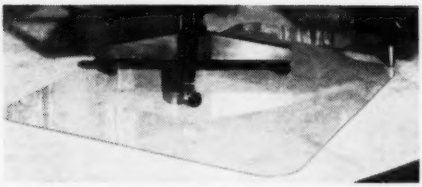
Territories available for Dealers and Distributors

For More Information Circle No. 271

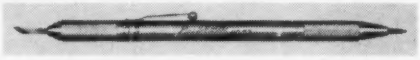


FLOOR MAT

Evans Specialty Co., Box 8128, Richmond, Va., announces addition of the De'corMat to their line of "aids to efficient office operation." This is a clear, ¼″ plastic chair mat, designed as a carpet saver. It is made of transparent Acrylic plastic which permits carpet and floor colors to show through. The material is extremely resistant to scuff and scrape marks and will not chip. It also resists staining and can be kept clean with a damp cloth. Available in three sizes, shaped and amply proportioned to permit freedom of movement. The Executive Suite No. T48 is 48″ x 60″ and is priced at $75; the VIP No. T45 is 45″ x 53″, costs $61.50; the Girl Friday No. T36 is 36″ x 48″, costs $47.50. For further information about Evans De'corMats, **Circle No. 173.**

PENCIL-KNIFE

Griffin Mfg. Co., 1656 Ridge Road East, Webster, N. Y., makes the No. 83 Dual Purpose Tool, designed for use in plate-



making, duplicating, etc. It comprises a retractable, replaceable tool steel cutting blade and holder for a half-length of drawing lead. This makes it useful for draw-

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THE BENTSON HARDWARE MFG. CO. BENTSON AURORA ILLINOIS

For More Information Circle No. 382

Think carbons from the new electric typewriters can't look as sharp as the originals? YOU HAVEN'T TRIED CODO ELECTRO-WRITE! It matches the sharp, clean impression of the original . . . every time! Wears long, too! *Try it! No obligation.*

Samples on request

Codo MANUFACTURING CORP.—

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Attach this coupon to your Company's letterhead and send for free samples.

NAME.....

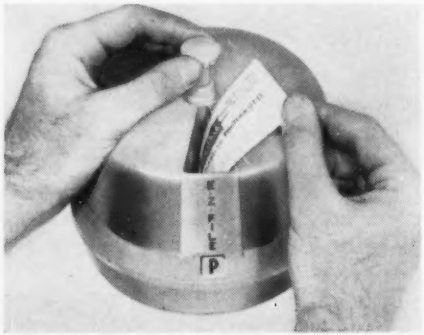
ADDRESS.....

For More Information Circle No. 376

ing, drafting, paste-ups, stencils, etc. Price is $1.25. **For More Information Circle No. 199.**

BUSINESS CARD FILE

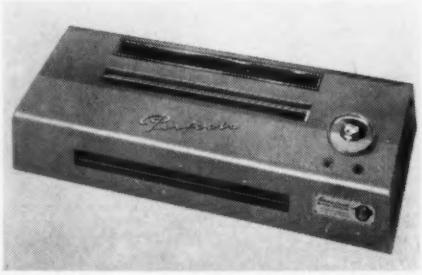
T & H Industries, 8528 Fishman Rd., Pico Rivera, Calif., offers the E-Z business card file, attractively designed of molded plastic for desk top use. The E-Z-File has



revolving slots for alphabetic filing of up to 500 cards. A twirl and pull of the selector knob on top of the file ejects the group of cards needed. The E-Z-File retails for $5.95. **For More Information Circle No. 122.**

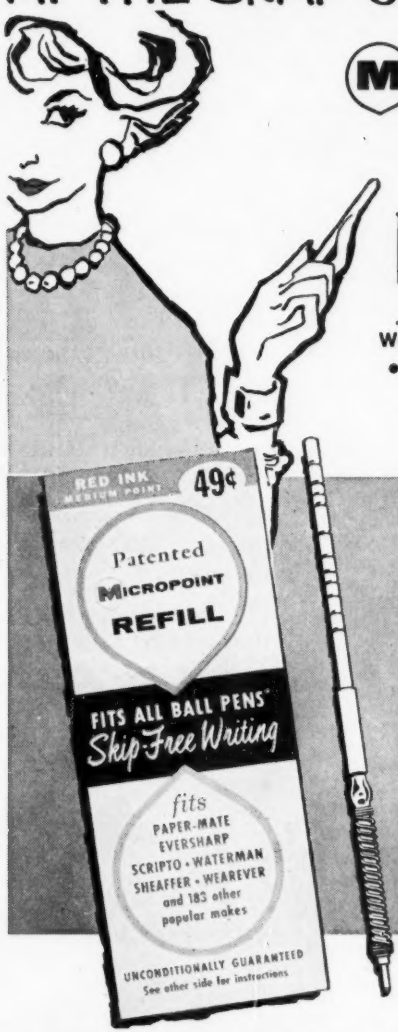
PHOTOCOPIER

International Photocopy Corp., 564 West Randolph St., Chicago 6, Ill., offers the Perfecta, a low cost machine that copies



every ink, color, printed piece, drawing, photograph, typed or written—or everything that is visible on the original. Pre-

AT THE SNAP OF YOUR FINGERS!



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MICROPOINT REFILL

FITS ALL BALL PENS

. . . fits Paper Mate, Scripto, Sheaffer, Waterman, Wearever, Micropoint, plus 183 other popular makes.

• Instant starting • Smear proof • Leak proof

Skip-Free Writing

One refill fits most pens
HERE'S ALL YOU DO:

1. SIMPLY
Remove old refill and spring.

2. THEN
Measure old refill against new Micropoint refill to locate proper "break-off" groove.

3. NOW
Slide both sleeves to meet at proper groove and break.

4. THEN
Discard both sleeves and install Micropoint refill, using Micropoint spring.

• Assorted ink colors • Medium and Fine Points
• Instant starting • Smear proof • Leak proof

ONLY 49c

Your choice of popular ink colors and point sizes

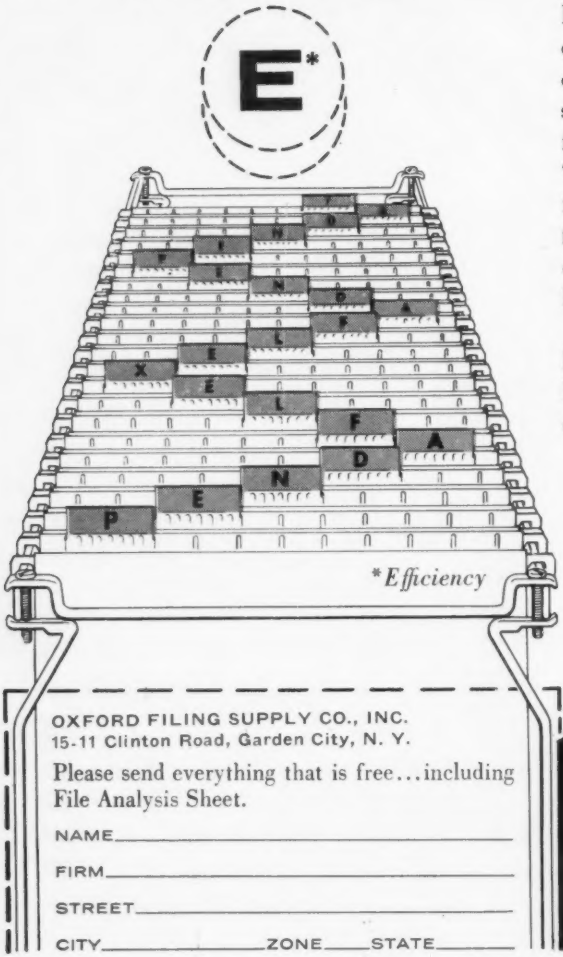
MICROPOINT, INC. SUNNYVALE, CALIF.

CREATOR OF ADVANCED WRITING INSTRUMENTS

IN CANADA: Ben Sanders Co., Ltd., Toronto 1, Ont. (Prices Slightly Higher In Canada)

For More Information Circle No. 478

How PENDAFLEX® provides more vitamin



It's enriched with exclusive "Keyboard" selection! Helps to cut nagging office costs . . . peps up economy. Pendaflex hanging, sliding folders combat Office Anemia (we call it "tired filing"), too! And file clerks just love Pendaflex's pleasant finger-tip control . . . lets them file better, fast!

Start on the path to better office health today! Mail the coupon for a generous free file analysis.

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Please send everything that is free...including File Analysis Sheet.

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cision built and engineered for accurate high speed copying in single copies or in volume, it has an automatic feed that gives copies in seconds. Easy and economical to operate; operates under any light condition; makes multiple copies of any subject. It features trouble-free all steel construction; cartridge fill and automatic current shut-off. Plugs into any outlet. The Perfecta reduces copying time, leaving the original safely preserved. Anyone can produce instant quality copies that are clean, sharp, positive and complete. **For More Information Circle No. 157.**

FOUNTAIN DRAFTING PEN

Koh-I-Noor Pencil Co., Bloomsbury 10, N. J., has developed the Rapidograph Technical Fountain Pen for drawing, ruling and lettering. The Model 3065 is a single holder with seven interchangeable points for seven different line widths: 00, 0, 1, 2, 2½, 3, 4. Each point section has its own refillable translucent plastic ink cartridge. Entire set comes with a squeeze bottle dispenser for ink in a handy box that serves as a permanent container for holder and points. Each point section is numbered and color-coded for instant

Reducing Noise of Business Machines is SOUND Business with

ACOUSTORS

- Reduce the harsh metallic machine noise by 50% or more.
- Make for less fatigue.
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- Add beauty, as well as efficiency to your offices.

No Other Method of Noise Control Has Proved So Successful or Economical

THE *Original* CABINETS FOR NOISE REDUCTION TREATMENT OF OFFICE MACHINES.

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Tele-Rest

the ORIGINAL

telephone shoulder cradle

Retains leadership in its field.

Frees both hands while phoning.

Adjustable for left or right shoulder use.

Made of durable Tenite plastic.

Fits ALL handset receivers in the U.S.A.

A natural rubber cushion provides no-slip comfort.

Available in black and colors.

At your stationers, or write

H. H. RENNEKER CO., INC.

P. O. Box 9235

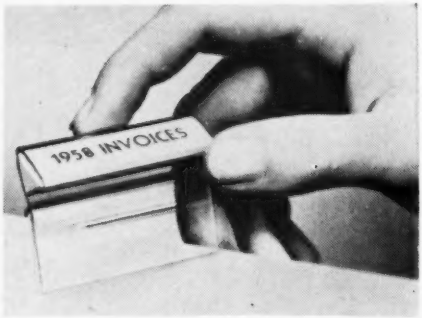
San Diego 9, California

For More Information Circle No. 366

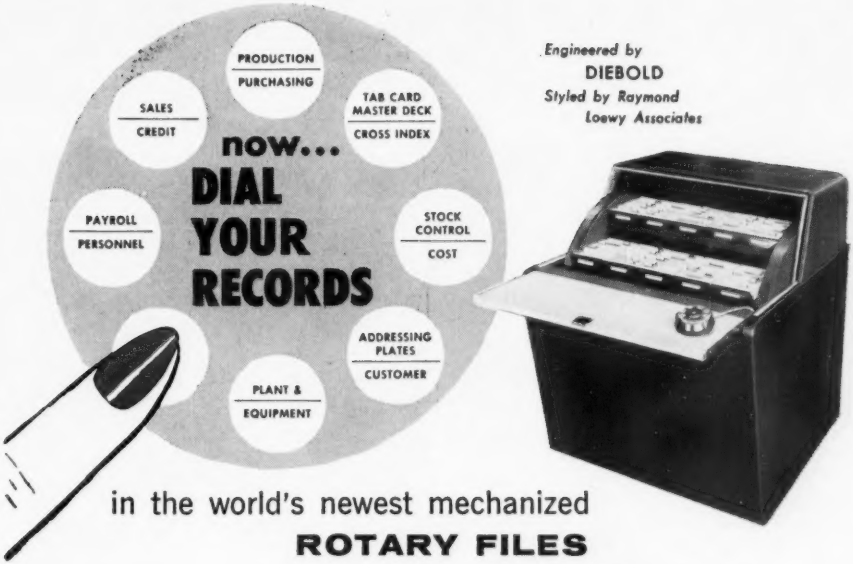
identification of line width. Interchange of points is easy, fast and completely clean. Either India or regular writing ink can be used. Transparent point sections and all other parts are made of acid-resistant materials, permitting use of all types of drawing, regular and acetate inks. The 3065 Rapidograph retails for $18. **For More Information Circle No. 213.**

INDEX TABS

Cel-U-Dex Corp., New Windsor, Newburgh, N.Y., makes Tri-Dex attachable triangular index tabs which slant up at a 45° angle and stick out, giving greater visibility to files, especially lower drawers. Tabs come in two types, self-adhesive for permanent attachment, and slip-on for interchangeable use. Inserts are slid into permanently clear plastic windows and changed readily whenever desired. Tri-Dex can be attached quickly to new guides or folders and to those already in the drawer. Tri-Dex is ideal for shelf filing.



In addition to indexing upright folders of letters, orders, bills, etc., it can be used to organize vertical shelf-racked books, maps, magazines, pamphlets, etc. Just attach Tri-Dex to a vertical guide card or a folder, and insert it between items at the proper divisions. The labels stand out to make spotting classifications easy. Standard exposure is ½″ in widths for letter and for legal size files. Tri-Dex is sold in boxes of five with 25 A-Z inserts which can also be used as blanks. A 4795 lb. auto was driven over Tri-Dex



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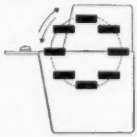
DIEBOLD
Styled by Raymond Loewy Associates

in the world's newest mechanized

ROTARY FILES

by DIEBOLD



Records revolve in upright position . . . travel shorter way to working level.

Use present records. No punching. No guiding area lost to clear retaining devices.

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Optional 2-way controls speed records into working position.

For automating the handling of active records . . . investigate the unprecedented posting and referring advantages introduced by the new Diebold mechanized Rotary Files. They ***accommodate*** existing records on any grade of card or paper stock . . . ***eliminate*** punching and transcribing . . . ***save*** up to 50% in time and space costs. There are 26 models of Diebold Mechanized Files for meeting all requirements in record sizes, volume and activity. Note how extra knee room is provided by swept-back design. Write today for descriptive literature on the world's newest and finest mechanized Rotary Files. DIEBOLD, INC., CANTON, OHIO.

DIEBOLD

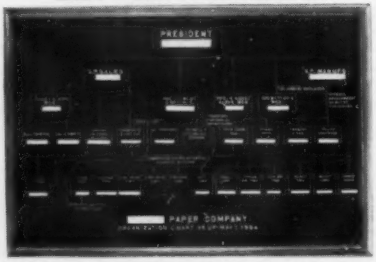
OFFICE EQUIPMENT

N-578-DI

Diebold, Inc., Dept. OE- 124, Canton, Ohio
Please send complete details about your new Rotary Files for our _____ records.
Firm _____
Individual _____ Title _____
Street _____
City _____ Zone _____ State _____

For More Information Circle No. 345

DAV-SON CHANGEABLE LETTER BOARDS



For Directories, Sales Records, Inventory Figures, Safety Scores, Production Control, In-and-Out Registers, Organization Charts, many others.

Complete Line of Bulletin Boards—Directories—Desk Name Plates

SEE YOUR DEALER OR WRITE DIRECT

A. C. DAVENPORT & SON, INC.

311 North Desplaines Street, Dept. O
Chicago 6, Illinois

For More Information Circle No. 380

MP-Jr. streamlined

COIN CHANGER

USED BY 1/3 OF NATION'S BANKS

Makes change faster, more easily. Enhances beauty of bank. Sturdy aluminum with handsome hammertone finish.* Removable tray with inside storage box. Capacity $125 — pennies through half-dollars. Size 8" x 10" x 6½". Weighs 9 lbs. Rubber feet protect counters. Trouble free. Guaranteed.

***NOW!**

in choice of 4 decorator colors: Tan, blue, green, and silver-grey.

ONLY $69 PLUS TAX

Write for descriptive catalogue and nearest dealer

Modern Products...Moderate Prices

METAL PRODUCTS ENGINEERING INC.

Dept. O, 4000 Long Beach Ave., Los Angeles 58, Calif.

For More Information Circle No. 381

without damage to the index tab or impairment of its usefulness. For samples and more information, **Circle No. 167.**

ROTARY COLLATOR

Super Speed Printing Machinery, Inc., Dept. 11-O, 742 S. Sherman St., Chicago 5, Ill., makes the Cadm Rotary

Collator for gathering up to 20 sheets of page sizes up to 9" x 12". Pressing the toe on the switch control ring, at any

Now secretaries can rest easier when they make an occasional error—with SNOPAKE on the job. It's a marvelous new white opaque paint that is flexible, easy to apply and amazingly fast drying. Merely paint over the error with SNOPAKE, let dry for an instant and then type right over the area. The result—a smooth, perfect job. Designed especially for typing for photographic reproduction—Offset, Xerox, etc. Artists, too, find SNOPAKE far superior to any opaquing solution now known. See your dealer. If he can't supply you, send $1.00 for trial bottle.

LITHO-ART PRODUCTS, INC., 3403 Janssen, Chicago 13
(Dealer inquiries invited)

For More Information Circle No. 201

Beats even an abacus for low cost figuring— the 10-key

Comptograph®

listing-adding machine

Gentlemen, We don't use the abacus in our office. I'm more interested in how your machine compares with other 10-key listers.

Is it true that the Comptograph costs less—yet adds, subtracts and multiplies up to 30% faster . . . with single, double-register, and wide carriage models to fit all needs?

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BETTER PRODUCTS . . . TO BETTER BUSINESS

If so, send the information to:

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For More Information Circle No. 269

HYGIENIC

Foot Comfort

MATS and RUNNERS

. . . reduce fatigue and increase efficiency for all who must work standing. Available in 8 modern decorator color designs.

HERE'S THE SECRET . . .

A beautiful rubber tile flooring bonded to a sponge rubber base provides proper support without being "mushy."

See your OFFICE SUPPLY DEALER or write: Flooring Div. Dept. E for details

THE HYGIENIC DENTAL MFG. CO.
AKRON 10, OHIO, U.S.A.

For More Information Circle No. 202

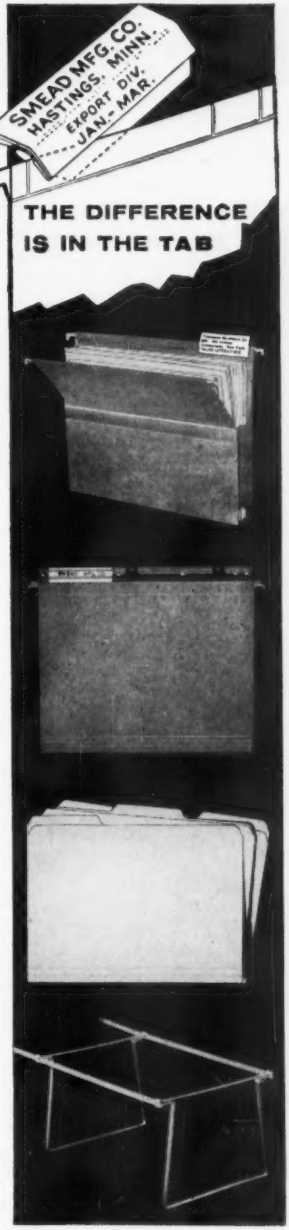
point, starts or stops the machine. Constructed of all steel with self-lubricating bearings, machine can be operated by either standing or seated workers. Operator can control speed from one to seven revolutions a minute. Numbered lever indicates best production speed depending on type of job being collated. Can be adapted to take up to 12″ x 19″ sheets or odd sizes, and a double deck head will double machine's capacity. The Cadm Rotary Collator requires 4 sq. ft. of floor-space, operates on 110-volt AC. **For More Information Circle No. 127.**

LARGE MURALS

Glenview Products, Inc., 322 N. Jefferson, Milwaukee 2, Wis., announces the addition of spectacular 12 by 6¼ ft. full-wall murals to the Grandview line. "Mountain Retreat," illustrated, introduces this new concept of distinctive decor to lend charm to offices, reception rooms, lobbies, cafeterias, lounges, conference rooms and other areas in offices, homes, institutions

and plants. Another popular subject in this giant size is "Cypress Gardens" for those who prefer a floral view. These giant murals are $29.75. A full-color brochure showing both "Mountain Retreat" and "Cypress Gardens," along with the many other Grandview full-color, eye-catching murals available in smaller sizes at popular prices, may be obtained for 10c to cover handling and postage from above address. **For More Information Circle No. 144.**

. . . with The TAB that TOPS them all!



Tailored Filing

to meet your every filing need

When Hanging Folders best suit your needs . . . then **COMPARE . . . . . .** the advantages found in Smead's **Flex-I-Vision** Hanging Folder Line.

COMPARE...The Tab Full one inch exposure. All metal for permanence. Rigid—Always upright—Unbreakable. Angled for easy reading. Easier to attach and to remove. Tabs may be used on other hanging folders or for other indexing by attaching to file pockets, catalogs, swatches, covers, guides, etc.

COMPARE...The Folder Folder top has tab position indicators for 1/3 and 1/5 position. Reverse the folder for front and back tabbing for 2" or 3" tabs. Securely bonded hangers to eliminate slippage on rods.

COMPARE...The Hanging Follow-Up-Folder The sliding signals (Green and Red) are unique and positive reminders.

COMPARE...The Hanging File Pocket Extra high cloth reinforced gussets which prevent contents from catching on drawers or trays.

Also Available—Interior Folders, Frames, Colored Inserts and Inserts for System Indexing

SEE YOUR SMEAD DEALER . . . or write us, on your business letterhead, for a free sample of the folder and tab..

Smead MANUFACTURING CO., Hastings, Minn.
LOGAN, OHIO CHICAGO, ILL. LOS ANGELES, CALIF.

For More Information Circle No. 292

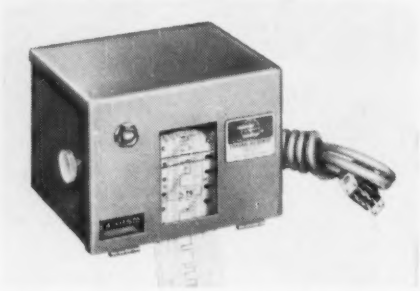
WIRE SHELVING

Metropolitan Wire Goods Corp., N. Washington St. & George Ave., Wilkes-Barre, Pa., introduces the Erecta-Shelf which assembles quickly without nuts or bolts. It knocks-down and reassembles

just as easily. No special tools or skills are needed. Its slender, but strong, steel rods provide storage space without dust collecting surfaces. Erecta-Shelf units on large ball bearing casters can be easily positioned to receive and stack tabulating cards, tapes, etc. For details of this bright, lightweight, chrome steel shelving, **Circle No. 176.**

MACHINE USE RECORDER

Standard Instrument Corp., 657 Broadway, New York 12, N. Y., makes the TRTJ Time Recorder-Totalizer that meas-



ures and records the operating time of office machines. This is ideal for detailed analysis of machine performance. When

Elliott Salesmen Using Wheelits for Both Demonstration and Delivery

The Elliott Addressing Machine Company, one of the largest manufacturers of Address Cards and Automatic Addressing Machines in the world, has recently equipped many of its branches with Wheelits, specially designed for heavy duty demonstration and delivery of Elliott machines. One enthusiastic branch manager writes:

"The Wheelit comes in mighty handy in hauling the Elliott 1250 and 1500 or even 800 when you have to park a block or so from a customer's place of business to make an installation. It also saves on delivery costs."

The Wheelit illustrated was specially designed with wide platform and frame for Elliott machines. Wheelit folds compactly into your car trunk, travels over curbs, up or down steps, around sharp corners; serves as a demonstration table when locked in stationary position. Wheelits also made in non-folding models. Precision-engineered and beautifully finished. Unsurpassed for service and convenience.

For specifications and prices, write

Gruber Products Co.

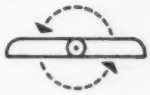
Toledo 6, Ohio

For More Information Circle No. 368

Now! Six flip-top...

PLATE-MAKERS TO CHOOSE FROM!

Most revolutionary plate-maker in the graphic arts field! On all six models, vacuum frame loads in conventional face-up manner...then—with a touch of the release knob—entire frame pivots face downward for even exposure. Special-design reflector and built-in carbon arc lamp. Perfect contact between plate and negative accomplished by means of one-piece molded live rubber blanket. All models easily operated from one position. Write for Bulletin 500B.



13-18
17-24
21-26
28-32
30-40
50-62

nuArc® company, inc.

General Office and Factory: **824 S. Western Ave., Chicago 12, Ill.**
EASTERN SALES AND SERVICE: 215 FOURTH AVENUE, NEW YORK, N.Y.

For More Information Circle No. 273

NEW Paper Welder

Fastens Paper Using Nothing But the Paper Itself!

- No Refills
- No Clogged Machines
- No Staples to Remove
- No Bulky Files
- Paper Easily Unlocked, No Tearing
- Welded Papers Lay Flat

It Costs Nothing To Press The Handle

A precision made instrument with handsome chrome finish. It is new, novel, smooth, silent, and efficient in operation. Never needs refilling. It will weld up to six sheets of 16# paper. Modernize your office with this time and money saving office appliance. An ideal gift with name engraved on the handle. If your dealer cannot supply you, write direct. Dealer inquiries invited.

PAPER WELDER, INC. Medina, N. Y.

For More Information Circle No. 374

The world's smallest and most economical adding machine... SWIFT

Only $99.50 plus tax

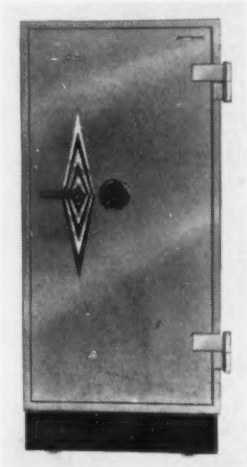
SWIFT BUSINESS MACHINES CORP.
GREAT BARRINGTON, MASSACHUSETTS

For More Information Circle No. 375

wired to a machine, it draws a line on a continuous time-printed chart roll showing precisely when and for how long the machine was used productively. Total productive time—in hours, tenths and hundredths—is also shown on a six-digit indicator. Once installed, unit is instantly removable and can be plugged into another machine. Complete installation instructions for any business machine, for which unit is ordered, are provided. Operates on 115 volt 60 cycle AC. **For More Information Circle No. 200.**

SAFES

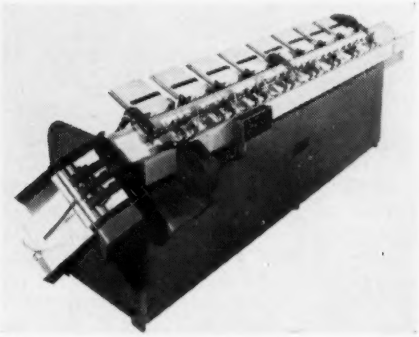
Schwab Safe Co., Lafayette, Ind., announces the redesigning and styling of its complete line of all A, B and C labeled safes, covering every requirement for protection from fire and theft; also modern color finishes to match office furniture and harmonize with most interior fittings.



Schwab manufactures a type of safe for every need also vault doors for storage vaults. In addition to labeled safes and burglar chests, Schwab also offers a complete line of bank depositories and safe deposit boxes. A majority of the bank installations are made to individual specifications. **For More Information Circle No. 186.**

COLLATOR

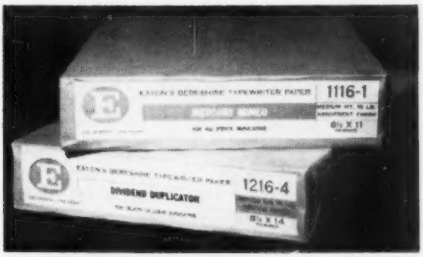
Macey Co., 13835 Enterprise Ave., Cleveland 35, Ohio, makes the Maceymatic Collator which operates at 2600 cycles an hour and collates 1000 sets of eight sheets in about 30 minutes. The ma-



chine can gather, staple and count sheet sizes from 5″ x 8″ to 9″ x 12″. Each of the eight stations will take 6″ of paper stock or 1500 sheets of Sub. 20 bond. Machine can handle all weights from onionskin to ⅛″ cardboard. Requires 111″ x 32″ floorspace. Optional equipment includes: offset stacker; single head stitcher; hand feed station. Standard Macey attachments, including Stitch-A-Fold, can be adapted. **For More Information Circle No. 194.**

DUPLICATOR PAPERS

Eaton Paper Corp., Pittsfield, Mass., introduces two papers in the Berkshire Typewriter Paper line: (1) Mercury Mimeo,



described as combining quality with low cost to meet users' requirements for an economical stencil duplicating paper that

ALL THUMBS?

TRY EVANS' TACKY-FINGER!

It's the modern fingertip moistener that speeds up paper handling. Stainless — odorless — greaseless . . . it makes messy sponges and clumsy finger guards obsolete. One application lasts hundreds of sheets. Try it today! Send $6.00 for a dozen boxes or get two trial boxes for $1.00. See your dealer or write:

Evans Specialty Company, Inc.
P. O. Box 8128, Richmond, Virginia

For More Information Circle No. 369

Big Time-Saver

IF YOU USE ADDRESSOGRAPH PLATES IN FRAMES

QUIK-KARDS are shown at left. They save time MANY WAYS. Furnished in continuous, perforated form like theatre tickets. Precision made. Fit your frames better than ANY card. You do not handle small, individual cards. No need to pick up the next card. It is already in your hand. Can't get out of order. Work flows faster and smoother. Send sample of card you use to show size and receive free samples of Quik-Kards. Write Addressing Machine Co. of Calif., 667 Mission St., San Francisco 5, Calif., YUkon 2-2130.

For More Information Circle No. 370

SPEED YOUR TYING

TIE LETTERS, PARCEL POST, CHECKS, BOXES, CIRCULARS, LABELS, PRINTED MATTER AND THOUSANDS OF OTHER ITEMS *10 TIMES FASTER* *with an*

AUTOMATIC PAK-TYER

Easy to operate and maintain. This speedy **ALL-PURPOSE** tying machine is designed to tie any size or shape package tight without adjustments. The knot is slip proof. Saves time and twine. Several models to choose from.

LET FELINS SOLVE YOUR TYING PROBLEMS. WRITE FOR CIRCULARS NOW.

FELINS TYING MACHINE CO.
3351 N. 35th St.
Milwaukee 16, Wis.

For More Information Circle No. 371

SORT-O-FILE
Reg. U.S. Pat. Off.
SAVES 20% TO 60% TIME
50 models. Systems Sorting Service

THOUSANDS IN USE For fast hand-sorting of cards, checks, letters, invoices, orders, business forms or public documents. For collating on the new **Col-A-Tron.** Write for illustrated circulars.

Since 1946

Representatives everywhere.

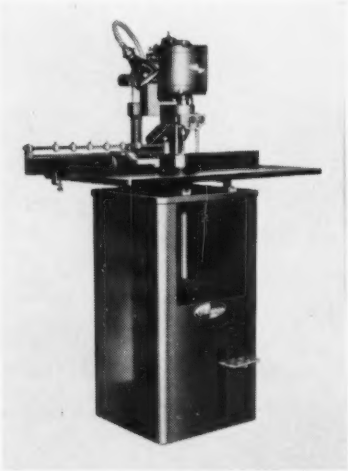
Associated Industrial Designers
P.O. Box 39652, Los Angeles 39, California
Plant: 1250 East Sixth Street
Warehouse: New York, Chicago

For More Information Circle No. 372

is used in large quantities; (2) Dividend Duplicator for gelatin or spirit duplicating. Tests of these unwatermarked papers have proved outstanding copy reproduction, even on extra long runs. Both can be used for pen and ink signatures. Available ream-wrapped in two sizes and two weights: 8½" x 11", 8½" x 14", 16 lb. and 20 lb. bright white. Complete selling and stock information is well organized on the legible end-labels. **For More Information Circle No. 112.**

PAPER DRILLS

Challenge Machinery Co., Grand Haven, Mich., announces two Paper Drilling Machines designed and priced to meet the drilling needs of a small shop or duplicator operation. These new models drill up to 2" of stock at one time and will also handle cornering, slitting and slotting by means of inexpensive attachments. Each



is available in two models. Challenge-Climax Model CA is hand operated and priced at $249 f.o.b. factory. Model CF, a stand type, is foot operated and priced at $293 f.o.b. factory. Also available are two improved low cost regular Challenge models, JA and JF, at $279 and $350 f.o.b. factory. **For More Information Circle No. 110.**

Remington Rand Plastiplate® Masters—Your Choice of Three.

The *New,* Dual-purpose PLASTIPLATE Master, one plate developed for these processes—Xerography and general Direct Image work. Now—flexibility by stocking just one plate... and...

The *New* truly modern Presensitized Photographic PLASTIPLATE Master. Image immediately visible—beautiful linework—superb halftones—excellent coverage on solids. Finally...

The *Unparalleled* Direct Image PLASTIPLATE Master—better than ever—the finest heavy duty offset plate especially designed for the busy shop.

But prove it to yourself. For free samples, fill in the coupon; see what PLASTIPLATE Masters can do on *your* press.

Remington Rand
DIVISION OF SPERRY RAND CORPORATION
Rm. 2134, 315 Park Ave., S., New York 10

Please send me free samples of:

☐ Dual-Purpose PLASTIPLATE Masters
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☐ Direct Image PLASTIPLATE Masters

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FIRM_____
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CITY_____ZONE_____STATE_____

For More Information Circle No. 287

Use BEACH Books
for Travel Expense

Weekly & Monthly Books, Weekly Sheets

Beach's Common Sense Expense Books

FIRST in the field, LEADER in Sales

Your Vital Records of Travel Expense:* kept best and most easily in complete, convenient, permanent *Beach Books.

At Stationers, or Write

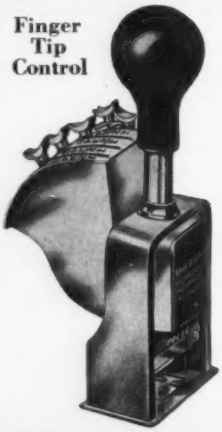
BEACH PUBLISHING CO. 19829 W. McNichols Rd., Detroit 19, Mich.

For More Information Circle No. 405

AMERICAN SPEED SET

Gear Construction Numbering Machines

Finger Tip Control



Model 43

Wheels engraved with figures, letters, fractions, words, etc.

Any Number Quickly Brought Into Printing Position

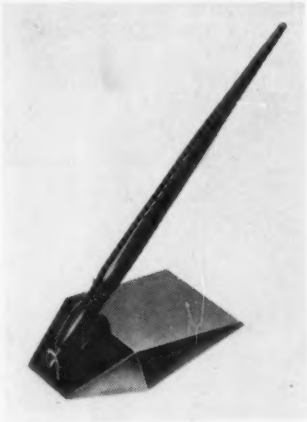
WRITE FOR SPECIAL FOLDER

AMERICAN NUMBERING MACHINE CO.
ATLANTIC AND SHEPHERD AVENUES
BROOKLYN 8, NEW YORK
BRANCH—105 W. MADISON ST., CHICAGO 2, ILL.

For More Information Circle No. 406

DESK WRITING SET

All-Rite Pen, Inc., Hackensack, N. J., makes a functional Dest Set with ballpen in a base that keeps the point clean and always ready for instant use. The open design of the holder eliminates collection of dust and lint which might clog the writing end of the pen. In addition, the base has a solid footing so that it remains in place. It holds the pen at an ideal angle for easy placement and removal.



All-Rite has priced its Desk Set to retail at $1. The base may be purchased separately for 71c. The "tapered quill" pen retails individually for 29c. It is contoured and ribbed for natural finger grip and balanced for writing comfort. The distance between gripping area and paper surface provides better visibility of what is being written. The pen's visible-supply cartridge can be easily replaced. It contains fast-drying Arco ink in blue, red, green or black. Refills are three for 29c. **For More Information Circle No. 225.**

PLASTIC BINDING MACHINE

Plastic Binding Corp., Dept. O, 732 Sherman St., Chicago 5, Ill., makes the all-electric Model 27 Power Punch and the Model 27 Plastico Manual Binding Machine for a complete catalog, booklet,

This tape will "vanish" on the page, hold tight—and never show its age!

REG. U.S. PAT. OFF.

SCOTCH BRAND

No. 810 Magic Mending Tape

for permanent paper mending

"SCOTCH" is a registered trademark for the pressure-sensitive adhesive tapes of 3M Co., St. Paul 6, Minn. Export: 99 Park Ave., New York 16. Canada: London, Ont.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

. . WHERE RESEARCH IS THE KEY TO TOMORROW

Add revisions to a sheet—almost invisibly! Tape will never crack, cloud or ooze adhesive, and you can write right over it! Write us now, Dept. EQ-49, 3M Company, St. Paul 6, Minn., for free, illustrated booklet that shows you why . . .

"SCOTCH" BRAND Tapes are a girl's best friend!

For More Information Circle No. 161

BEAUTY AIDS

for both the girl... and the letters she types!

Cosmeticians supply beauty aids for the girl. A.W.FABER provides beauty aids for the letters she types.

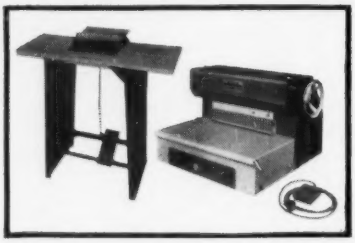
Houdini himself couldn't have done a clean erasing job with a bulky eraser. That's why A.W.FABER invented ERASERSTIK—a slim, trim, white-polished beauty that takes out a single letter without smudging the whole word. With ERASERSTIK you erase without a trace. Attractive girls generally turn out attractive letters. That's why we sell so many ERASERSTIKS. Get some, girl!

Which point do you prefer?
Slender, Medium or Blunt..... The choice is yours. EraserStiks 7099 and 7099B can be easily pointed with a mechanical or hand sharpener to suit your taste.

ERASER STIK®
A.W.FABER-CASTELL Pencil Co., Inc.
Newark 3, N. J.

For More Information Circle No. 403

manual or sample portfolio binding department that anyone can operate. The punch handles sheets or covers up to 12″ long. Unit measures only 20″ x 19″, comes equipped with electric foot-pedal for free use of hands on the 20″ work area.



A patented feature is the double shearing action of the punching dies. Instead of all male dies coming down on the sheets simultaneously, the dies descend progressively, reducing strain and adding to the life of the unit. The Model 27 Binding Machine, with 12″ of binding area, is foot-pedal operated, has interchangeable binding pins for easy replacement and longer continued operating use. Binder can han-

TO REMOVE
ALL DESK TOP STAINS
...use nothing—except

SIMPLY WIPE ON! WIPE OFF!

Gumption's Superaction Cleansing Power is guaranteed to wipe away all hectograph and ditto ink stains — carbon and crayon marks — FROM LINOLEUM AND PLASTIC DESK TOPS. No hard rubbing . . . No waiting! Available in handy 12 oz. can and giant 36 oz. can. If your dealer doesn't have Gumption, write us today!

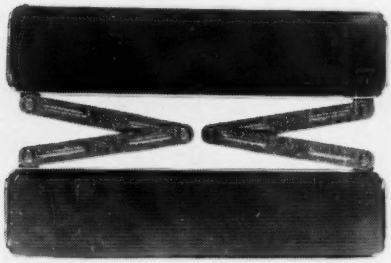
IRVAL ASSOCIATES
Division of Gumption Products Corp.
56 Reade Street • New York 7, New York • BArclay 7-8482

For More Information Circle No. 404

dle books up to 1¼" thick. Both table top and base are constructed of heavy steel finished in gray hammerloid. **For More Information Circle No. 221.**

MACHINE PAD

Raymond Packer Co., 42 Hampden St., Springfield, Mass., designed its patented Packer Universal Expandable Pad to fit



most office machines. Made of hardboard for firm, durable support. Moss rubber on top prevents slipping and sliding of ma-

W2 FORMS FOR 1959

5 sets to a strip, snap apart, all interleaved with carbon.
ALL FORMS FED. & STATE APPROVED
(Samples on Request)

Quantity	4 Part	5 Part (Paper)	6 Part* (Paper)	New York (6 Part with IBM Card) or 7 Part Louisville, Ky.
100	$2.15	$2.60	$3.00	$3.50
300	5.21	6.75	6.90	9.30
500	7.98	10.10	10.90	13.40
700	10.66	13.60	14.90	18.20
900	12.80	16.80	18.50	23.25
1,000	13.63	17.90	20.00	25.40
2,000	12.20/M	17.00/M	19.50/M	24.40/M
3,000	11.83/M	15.95/M	19.20/M	23.40/M

*This year includes Oklahoma as well as Kentucky, except city of Louisville.

IMPRINTING: $2.75 per lot up to 1,000
Prices on W2 Envelopes Available on Request

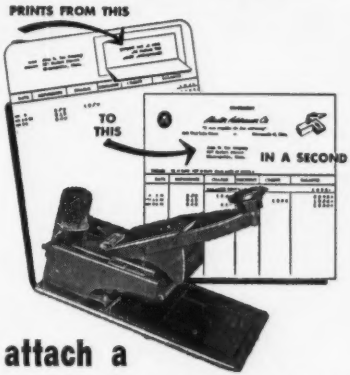
Take Advantage Of Our Free Delivery Policy

Send for FREE copy of our 112 page Catalog Manual!

ACCOUNTANTS' SUPPLY HOUSE
518 Rockaway Ave., Valley Stream, L. I., N. Y.

For More Information Circle No. 411

NOW YOU CAN ADDRESS MONTHLY STATEMENTS IN 1/3 THE TIME . . .



attach a
PRESS-ON MASTER PATCH
to your ledger cards!

SAVES YOU TIME! Reduces statement addressing in the average office up to 66%.

PREVENTS ERRORS! Eliminates wrong addresses, transpositions of characters, misspelling, etc.

ENABLES YOUR LEDGER CARDS TO WRITE! In addition to heading statements and collection notices you can also address direct mail, service follow-ups, shipping labels, bills of lading and other office forms . . . all from your ledger card file.

AS EASY AS "1, 2, 3"

- **Just type the name and address ONCE on the PRESS-ON MASTER PATCH.** They're easily prepared in an ordinary typewriter . . . no special equipment required.
- **Attach the adhesive backed MASTER PATCH to your ledger card.** They press-on instantly . . . to existing records of any size or shape . . . no need to change your present accounting system.
- **Address statements, month after month from your ledger card . . . Automatically!**

PRINT WITH THE MODEL 60 *Master Addresser* | MACHINE COMPLETE WITH SUPPLIES FOR 500 ACCOUNTS $70.00 Plus Fed. Exc. Tax

MASTER ADDRESSER COMPANY
6500-0 West Lake St. • Minneapolis 26, Minn.

For More Information Circle No. 412

ADD VISIBILITY

To Your Card Files

with

MAGNE-DEX®

VISIBLE . . .

"THE CARD THAT WALKS"

Proved to be up to 60% faster than conventional card files. Operator always can see from 15 to 20 visible cards at a glance, wherever her hand touches the cards.

Cards can be quickly pulled, replaced or rearranged at will and posted on many office machines. Available in 13 standard card sizes, housed in aluminum trays varying in card capacity from 500 to 1500 each. Modern tub desks and cross file units are available, accommodating from 6250 to 20,000 visible records in one cabinet . . . all within easy reach of a seated operator.

Write for illustrated literature and name of the MAGNE-DEX dealer in your city.

THE NATION'S FASTEST CARD FINDING SYSTEM—BY YOUR OWN TEST

BUSINESS EFFICIENCY AIDS

8114 Lawndale Ave., Skokie, Illinois

For More Information Circle No. 402

chine. Multipreen on bottom cushions machine and absorbs annoying noise. An extra layer of Multipreen at the back of pad provides support for the heavier weight in the back of most machines. Pad arms, bound with metal to add life and streamlined appearance, are hinged and open to 20½" on the 15¾" deep pad which retails for $5.50 in the northeast (slightly higher elsewhere). **For More Information Circle No. 184.**

BALLPENS

Scotty Engineering Co., 8 Minna St., San Francisco 5, Calif., makes the Artists' Sketch Set of ballpoint pens—each with a different colored barrel showing ink colors: blue, black, green, red, turquoise, purple,

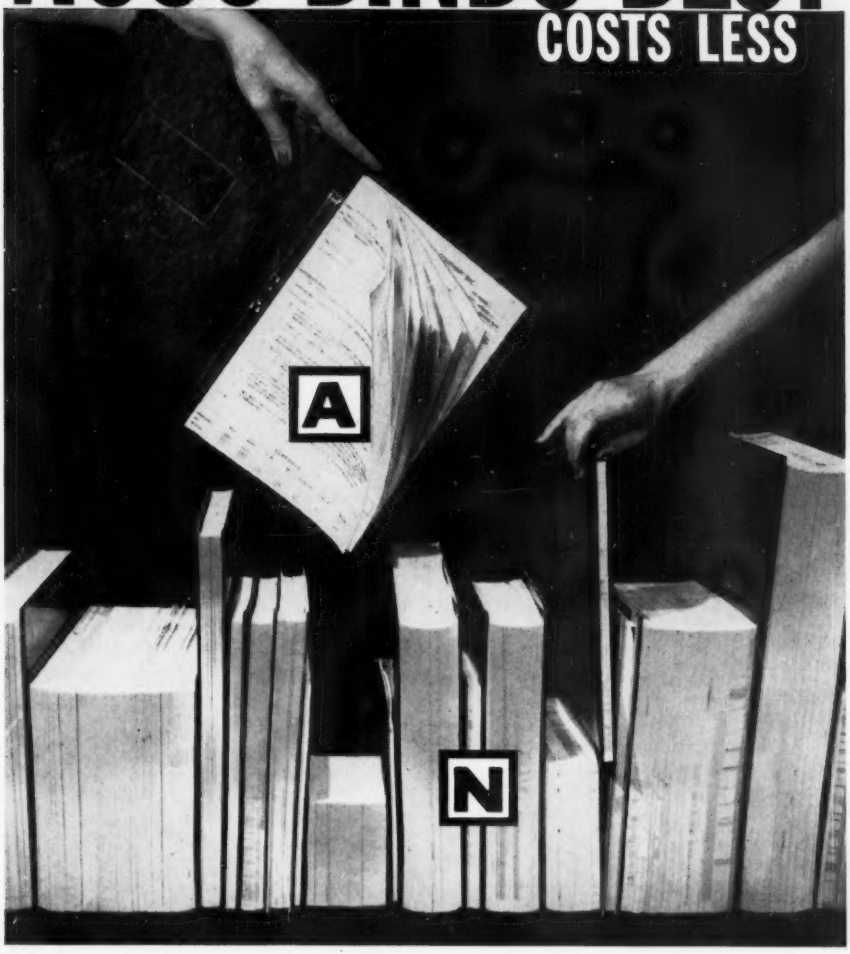
brown and gold. This is specially suitable for architects, artists, engineers, and is said to be popular with office supply salesmen and advertising specialty firms. Plastic carrying case can be imprinted. Set is $3.50. **For More Information Circle No. 198.**

HAND CLEANER

Carter's Ink Co., Dept. S, 239 First St., Cambridge 42, Mass., introduces a nontoxic hand cleaning packet called O.S.R. (office stain remover). This is a small, moist towelette in a foil envelope small enough to be carried easily in pocket or

ACCO BINDS BEST

COSTS LESS



Acco binders secure records, invoices, catalogs, safely—papers can't slip out. No needless bulk! Unlike ordinary binders, trim, space-saving Acco binders slim to their contents—whether 1 sheet or 1000 sheets. 5 colors. Many sizes — from 36 ¢ up.

ASK FOR ACCO's new booklet "Ideas That Save Time and Space" —available free at office outfitters.

Or write: ACCO PRODUCTS,

ACCOPRESS®

GENUINE PRESSBOARD BINDERS

A Division of Natser Corporation, Ogdensburg, N.Y. - In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 458

® REGD. T.M.

Q. GOT HIGH-PRICED HELP LOOKING FOR RECORDS?

A. LOW-COST "CONVOY" STORAGE FILES!

All your semi-active or inactive records are instantly available. What a time and money-saver today!

Rigidized permanent Drawer and Shell construction eliminates shelving and costly searching (the biggest item).

All this at half the cost of steel because "CONVOYS" are heavy duty corrugated board processed to remarkable strength.

Sizes: letter, legal, check, deposit slip, tab card . . . 10 others.

There's a dealer near you—or write

CONVOY, Inc.
STATION B, BOX 216-H
CANTON 6, OHIO

For More Information Circle No. 413

FREE GENUINE ENGRAVED LETTERHEADS
DIES AND PROOFS $15.00 FOR 1000
Genuine ENGRAVED BUSINESS CARDS
500 $11 • 1000 $15
MANUSCRIPT COVERS 100 FOR $3.00
CLIP YOUR LETTERHEAD TO THIS AD... MAIL FOR FREE PROOF
DEALERS WANTED
DEWBERRY ENGRAVING CO.
807 SO. 20th ST., BIRMINGHAM 5, ALABAMA

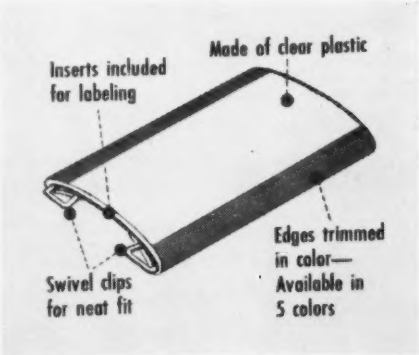
For More Information Circle No. 414

handbag. O.S.R. removes office stains and dirt and is a complete cleaning packet requiring no water or towel for final clean-up. It contains lanolin to protect hands against chapping. It will not remove nail

polish. Useful for office people who work with typewriters, duplicators and other machines. O.S.R. is packaged with 18 or 50 towelettes to a box at $1 and $2.40, respectively. For free samples, **Circle No. 185.**

BINDER LABEL HOLDERS

Office Products, Inc., 26029 W. Eight Mile Rd., Detroit 40, Mich., introduces Easy View Label Holders for indexing



books and ring binders. These provide an orderly appearance and are sturdily made for long use. They are lightweight clear plastic. Patented swivel clips insure a neat

fit on books and ring binders which can be color coded because the edges are trimmed in color. Easy View Label Holders are available in three standard ring sizes: 1", 1½" and 2" and a standard 2½" length. Specials are available in any length to meet particular requirements. For color coding, you have choice of ivory, red, green, blue or black. Inserts are included for labeling. **For More Information Circle No. 187.**

NOW AVAILABLE

INVISI-STITCH

the "Hidden Seam" molleton

FOR WATER FORMS ON ALL

*OFFSET DUPLICATING PRESSES

combined with

TRI-MOL's

3-PLY IMPORTED MOLLETON

EXTRA PLY...

means

NO STITCH PATTERN

NO INK CLOGGED STITCHES

NO ABRASION-SPLIT SEAMS

NO DIAMETER SPOILING SEAM BUMP

WRITE FOR NAME OF LOCAL DEALER

ROLL-O-GRAPHIC CORP. 133 PRINCE ST., NEW YORK 12, N. Y.

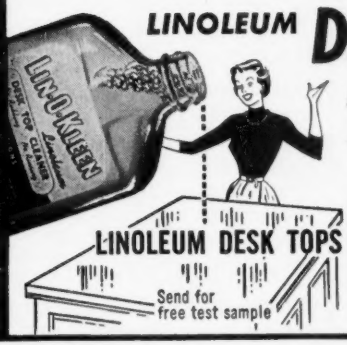
*FORMERLY AVAILABLE FOR DUPLICATING PRESSES ONLY

For More Information Circle No. 423

FREE supply of Scott 2-ply wipers with sample or first order

NO FUSS—NO MESS When you use LINOLEUM

LIN-O-KLEEN Desk Top Cleaner



Easy to apply. Pour it on — Wipe it off.

Contains magic miracle compound that penetrates stubborn grit and grime. Brings back original finish.

1 Pint—$1.25 Doz. Pints—$12

(WEST COAST SLIGHTLY HIGHER)

Order today. Money back guarantee.

LINOLEUM DESK TOPS LOOK BRAND NEW IN 2 MINUTES!

Send for free test sample

WIEMER'S, Inc.

70 Vernon Street • Bridgeport, Conn.

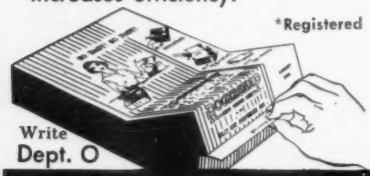
For More Information Circle No. 424

LIKE THE DAWN OF A NEW DAY

THE FIRST TIME I USED ROGERSNAP CARBON SECOND SHEETS IN THE NEW *FLIP-OUT DISPENSER BOX!

They changed me from an average secretary to one of the best . . . and my work is easier than ever before. If you ask your stationer for a copy of the Comparative Cost Analysis, it will show you why. Tests prove that by eliminating waste motion, Rogersnap saves time and money and increases efficiency.

*Registered



Write Dept. O

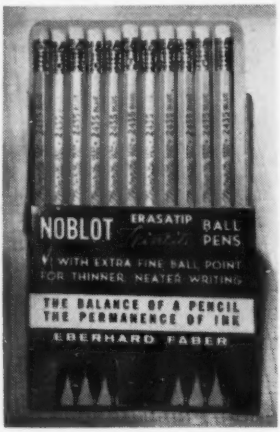
ROGERSNAP TRADEMARK ®

P. O. BOX 10425 · DALLAS, TEXAS

For More Information Circle No. 420

BALLPEN WITH ERASER

Eberhard Faber Pencil Co., Crestwood, Wilkes-Barre, Pa., makes a desk ballpen featuring thin diameter ball and tested ballpen eraser. Called Noblot Thinrite Erasatip Ballpen, it is designed for accountants, bookkeepers and all who do fine work with letters or numbers. In the

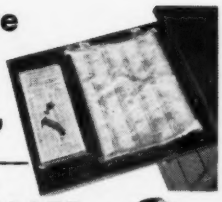


form of a 6½″ hexaround, this yellow barreled pen distinguishes the color of ink it contains by its matching point; No. 2435 blue, No. 2436 red, No. 2438 green and No. 2439 black. Packed one dozen of one color in folding display box, six boxes (half gross) in wrapped box with end label. Retails for 39c. **For More Information Circle No. 175.**

DEVELOPING SINK

W. A. Brown Mfg. Co., 608 S. Dearborn St., Chicago 5, Ill., makes the Brown Combination Plastic Sink with metal base and stainless steel apron. Unit includes negative wash sink, viewer and dot-etch table with red and white light source, dump trough, combination swing tap, spray extension hose and three plastic trays. A water temperature regulator has vacuum breaker to maintain 68°. Base is made of 16-gauge cold rolled steel. Red fluorescent lighting under the sink allows inspecting

Do You Have "DESK-SHELF MESS?"



clean it up with a

VISO-DESKPLATE

Be rid of dirty, taped and torn sheets on your desk shelf! The new heavy gauge plastic Viso-Deskplate keeps calendars, schedules, phone lists neat and clean.

Crystal clear—smooth to write on—unbreakable. Dirt or ink spots easily wiped off. Self-sealing hinge—just lift front edge to change material. Standard size 12½" x 15"—special sizes on request.

ORDER TODAY—SATISFACTION GUARANTEED

If your stationer does not have Viso-Deskplate, we ship postpaid for check with order (or open account to rated companies).

One for $2.95 Six for $16.80 Twelve for $31.85

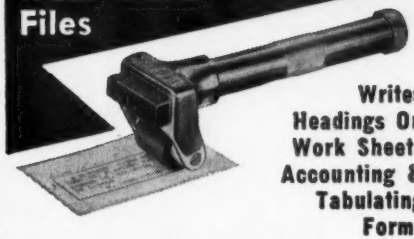
Send dealer's name with order. Literature and sample on request.

D. C. HEY CO., Inc. • 2108 Nicollet Ave., Minneapolis 4, Minn.

For More Information Circle No. 330

ZIP-O-RITER

Addresses Directly from Card Files



Writes Headings On Work Sheets Accounting & Tabulating Forms

INDISPENSABLE FOR MANY OFFICE ADDRESSING & DUPLICATING PROBLEMS.

Anyone can use the ZIP-O-RITER which prevents copying errors. Addresses or duplicates without plates, inks or costly machines.

S & M DISTRIBUTING CO.
3875 GARLAND ST., WHEAT RIDGE, COLORADO

For More Information Circle No. 336

Cut Costs up to 48%

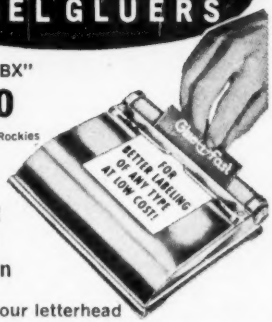
ON UNGUMMED LABEL INVOICE FORMS AND HANDLING

Glue-Fast
TRADE MARK
LABEL GLUERS

6" MODEL "BX"

only $18.50

slightly higher, west of Rockies



FREE
TRY IT FOR 10 DAYS
No Obligation

Write today on your letterhead

Glue-Fast Equipment Company, Inc.
9-R White Street, New York 13, N. Y.

For More Information Circle No. 335

DO YOU WORK WITH COLD ALL DAY FEET?

Now **at last a new modern, low priced electric foot warmer that will keep you healthy, happy and comfortable.**

HELP PREVENT COLDS WITH... ELECTRO-MAT

Check stand cashiers, secretaries, assembly line workers, housewives, office workers, theatre cashiers, machine operators, telephone operators, and many others throughout the country are now singing the praises of the Electro Mat. There is no further need to work all day with cold feet.

Safe and Economical.

Size 14" x 21"
lightweight, portable
Consumes less power than a 100 watt light bulb. Mail your check or money order today for ONLY

$7.95 Delivered

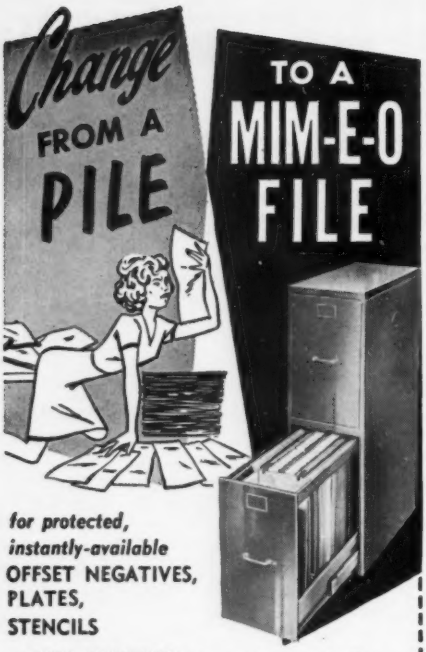
INTERSTATE RUBBER PRODUCTS CORP.
906 Avila St. Los Angeles 12, California
9100 Meyers Rd. Detroit 28, Michigan

Please send me ____ Electro Mats at $7.95 each.
IMPORTANT SAVING:
If 6 or more ordered, price is only $6.95 each.
☐ C.O.D. Enclose $1.00 deposit with order.
☐ Prepaid

Name ____
Address ____
City ____ State ____

Dept. 93 PLEASE PRINT CLEARLY

For More Information Circle No. 339

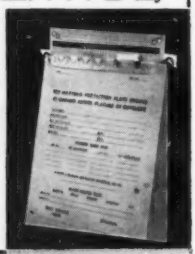


for protected, instantly-available **OFFSET NEGATIVES, PLATES, STENCILS**

STOP WASTING **time and money! Every time you lose or damage an original, you're throwing away a $10.00 average investment. With low cost, sturdy MIM-E-O STENCIL FILES, you can *immediately* put your finger on a *perfect* stencil, neg or plate hanging free from pressure . . . protected . . . easily filed, easily found.**

There's a MIM-E-O model for all types and sizes, to protect from 150 to 1400 "investments".

And new *SADDLE ENVELOPES* hang *negatives, plate plus all work sheets* in a single, handy, compact filing unit . . . in any MIM-E-O model.



SAVE SPACE AND TIME **with EASY-FILE CLIPS and EASY-FIND INDEXES**

MIM-E-O STENCIL FILES CO.
1051 N. Paulina Street • Chicago 22, Ill.

500 Distributors . . . coast to coast, to help you solve your stencil or offset filing problem.

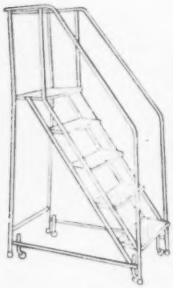
For More Information Circle No. 400

development through the transparent trays. Adequate shelf storage for chemicals and solutions is provided. Heating unit connects to combination tap so that only cold water need be connected to sink. Flow of water is ½-gal. per minute. Solenoid

switch automatically shuts off water and heater. External hose connections furnished for connection to plumbing. Requires 32″ x 69″ of floorspace and 110-volt 60-cycle single phase AC. **For More Information Circle No. 190.**

STENCIL DIE IMPRESSOR

Print-O-Matic Co., 724 W. Washington St., Chicago 6, Ill., offers its Letterhead Die Impressor for impressing headings on duplicating stencils. Then both letterhead and typewritten message are duplicated in one operation. The simple, sturdy unit consists of a photoengraving of the letter-

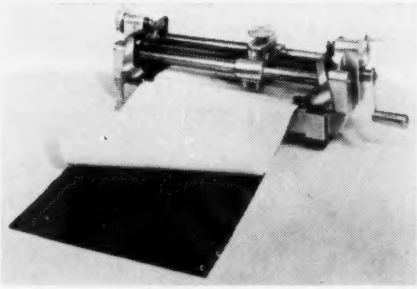


COTTERMAN TUBULAR WELDED STEEL SAFETY LADDERS
For Filing Rooms, Stock Rooms, Vaults, Strong—Easy to Move, Easy to Climb.

Mounted on Swivel Brake Casters which allow the ladder to be rolled freely when no one is on it. When you step on the ladder the rubber cushioned legs rest on the floor and prevent rolling. Made in 13 heights — 4 widths. Send for Circular 56-O and prices.

I. D. COTTERMAN, Mfr.
123 W. Spring Avenue
Naperville, Ill.

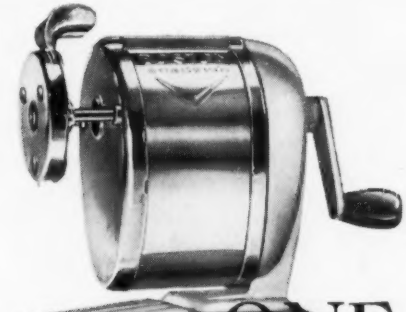
For More Information Circle No. 401



head design in hard tool steel, and a pulsating die impressor roller. Any inexperienced girl can impress the letterhead in a stencil by turning a knob. The stencil is then cut in the usual way. **For More Information Circle No. 215.**

SPRAY ADHESIVE

Anchor Chemical Co., 829 Bergen St., Brooklyn 38, N. Y., makes Anchor-It, a fast acting, strong-grip adhesive which is sprayed from a 16 oz. Aerosol can to hold paper, wood, plastics, metals, glass, film, leather, rubber, nylon, etc., to any smooth surface. Company recommends its use for mounting rubber and plastic printing plates, and for use in makeready, mounting, tabbing, laminating, flocking and repairing. Anchor-It is non-toxic, transparent, odorless, and non-flammable. For colorful folder describing this and other Anchor products, **Circle No. 191.**



ONE BOSTON TO A DESK

BOSTON CHAMPION

4 decorative colors;

blue—green—sandtone—gray

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$299.95
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8 HOURS RECORDING TIME

Complete **UHER UNIVERSAL** with Remote Control Microphone, Carrying Case, Empty Reel and Dust Cover

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3 SPEEDS FROM 15/16" • SLIDE PROJECTOR SYNCHRONIZED • 7 PUSHBUTTON JAMPROOF KEYBOARD • REMOTE CONTROL DYNAMIC MIKE • 2 VOLUME CONTROLS • AUTOMATIC MODULATION CONTROL • WORKS ON ANY POWER SUPPLY — EVEN IN AUTO • BUILT-IN AUTOMATIC COUNTER • UNDA — TYPEWRITER OR FOOT PEDAL AUTOMATIC TRANSCRIPTION CONTROL • DICTATION or HIGH FIDELITY at the flick of a button • FULLY AUTOMATIC CONTINUOUS PLAYBACK • PORTABLE

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Literature from the Manufacturers

PHOTOCOPIERS

Cormac Photocopy Corp., 80 Fifth Ave., New York 11, N. Y., offers a handy file-folder catalog of their copying equipment line for the coming year. The catalog introduces two items to the Cormac line: the Cormac Golden Corvette with Flo-Matic Control and the Cormac 500 single-step photocopier. Both machines have Cormac's automatic filling and draining feature, Flo-Matic Control. The catalog has a tab to provide easy reference and complete specifications of all machines. Designed to fit standard sized filing cabinets, with ample space for related literature, price lists and other reference material. A modification of the file folder was produced in silver for Cormac's government supply contract. For this folder-catalog, **Circle No. 223.**

COMPUTER BIBLIOGRAPHY

Remington Rand Div., Sperry Rand Corp., 315 Park Ave. South, New York 10, N. Y., has completely revised and updated its Annotated Computer Bibliography. The third publication in the Univac Educational Series, this 54-page booklet will prove valuable to engineers, accountants, educators and members of management teams. It was prepared for those with both limited and extensive training in computers. Articles and books are noted for degree of technical complexity. For this book, **Circle No. 207.**

AUTOMATED PRINTING

Filmsort Co., Pearl River, N. Y., makes available a 12-page reprint, "A Line, A Page, A Publication—The Navy's New Design in Printing." It discusses techniques used by the Navy to produce printed matter from punched cards and store whole pages or forms on microfilm in aperture cards. The author, A. N. Spence, is director of publications, U.S.N., and an advocate of automatic printing. The illustrated reprint takes the reader through all steps from composition to completed publication, and lists in detail the various equipment used. For a copy, **Circle No. 208.**

PRESSBOARD

Case Bros., Inc., Manchester, Conn., describes the manufacture, qualities and uses of genuine pressboard in a reference folder suitable for filing. This will acquaint users with the reasons why they should specify genuine pressboard binders, file

folders, file guides and indexes. Technical data and application information compares different types of pressboard products. Included in the folder are sample sheets of genuine pressboard to illustrate the product's color range, attractive appearance and durability. For this reference folder, **Circle No. 206.**

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Put efficiency in your mail operation! This double-deck polished aluminum mail cart by Chesley lets your mail department categorize incoming mail for quick, error-free delivery. Lower basket for out-going mail. Both baskets are removable.

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FRAME—High Polished Aluminum ● BASKETS REMOVABLE
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- Anti-noise cushioned
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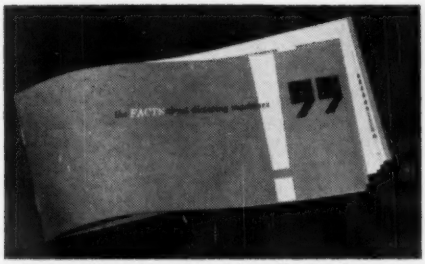
DICTATING MACHINES

American Geloso Electronics, Inc., Dept. 26, 251 Park Ave. South, New York 10, N. Y., offers complete information about all dictating equipment in an illustrated, 16-page book, "The Facts



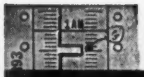
About Dictating Machines." It lists the important features that buyers should look for; tells of an independent survey about what secretaries look for; plus 50 ways to save time and money in any business with a dictating machine. For this book, **Circle No. 224.**

OFFICE MACHINES

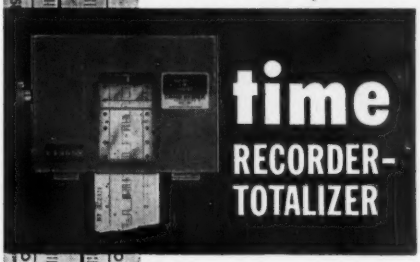
Addressing Machine & Equipment Co., 326 Broadway, New York 7, N. Y., has published a 24-page, three-color 40th anniversary catalog which illustrates and describes the many completely rebuilt and new machines carried by this "Department Store of Office Machines." There are almost every make and model of addressing, adding, accounting, calculating and duplicating machines including Addressographs, Graphotypes, Elliott Addressers, Speedaumats, Multiliths, etc. For the catalog, **Circle No. 209.**

CARD SORTER

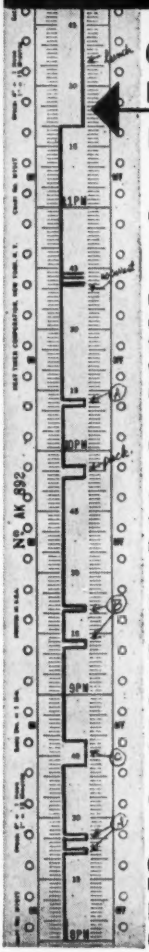
Royal McBee Corp., Data Processing Div., Port Chester, N. Y., describes a selector which pulls Keysort cards of any desired classifications without disturbing the filed order. An entire edge of approximately 200 cards may be sorted at each operation. Card platform is adjustable to eight positions, depending on size of cards and whether offset sorting or complete removal is done. For literature, **Circle No. 236.**



in office and plant...



time
RECORDER-TOTALIZER



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TR-T records **on-off** time of any machine to which it is electrically connected. Stylus marks (on a continuous, time-printed tape) exactly when that machine started, how long it ran, when it stopped.

Actual productive time is totalled on a direct-reading register.

Access window enables employee to note on tape reason for downtime. Tapes run continuously for four months. Stylus uses no ink.

TR-T tells you when anything happened, how long it lasted.

TR-T data-on-tape is an accurate basis for **cost analysis** in plant or office. Ideal for time study, production comparison, pinpointing bottlenecks, preventive maintenance and hundreds of other applications.

Price of standard model is **$65.** For details, write for Brochure OR-11.

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For More Information Circle No. 262

News of the Office

The Office In Space

Willy Ley, noted space expert, last month spoke before the Professional Group on Engineering Writing and Speech about the problem of translating technical material into a form easily recognizable to engineers, management and the public. In a conversation with PGEWS chairman S. Paul Sims and others on the growing complexity of data processing and symbology, the subject of the office in space was mentioned. According to Dr. Ley, there will not be anything in space exactly corresponding to a present-day office. Data processing stations will be located on Earth, on the Moon, possibly on other planets. Satellites in space will be sensory extensions, collecting space data and radioing it back to Earth- or Moon-based computers. It is likely that these space stations will be manned by one or more persons; so there will be executives in space. One other thing, Dr. Ley pointed out that there probably will never be a space secretary—her function will be taken over by small shuttle rockets that will convey tape and other supplies from land offices to the data collection centers in space.

These Offices Are the Coolest

Merchandise Mart in Chicago has regained its position as the most air-conditoned commercial structure. Installation of a Carrier water chilling machine with 1100 tons cooling capacity boosted its total capacity to 10,040 tons. The Mart had been overtaken early this year when New York's Chase Manhattan Bank purchased a 9140-ton system for its 60-story building now under construction. The Pentagon in Washington, D. C., world's largest office building, remains the overall leader in air conditioning capacity with a Carrier Corp. system rated at 14,300 tons.

Machine Search Committee

A committee representing ten countries was named at the International Conference for Standards on a Common Language for Machine Searching and Translation which met in Cleveland. Co-sponsors were Western Reserve University and Rand Development Corp. The group will continue investigations under four main headings: research, nomenclature, exchange of materials and information, exchange of personnel. President of the committee is Dr. Brian Vickery, Imperial Chemical Industries of Great Britain. Allen Kent, associate director of WRU's Center for Documentation & Communication Research, was elected general secretary. Sponsorship will be sought from agencies such as the International Standards Organization and United Nations.

You'll Be Just a Number

Someday every American will have a number to identify them with the local and federal government, with their employers and in almost every phase of their lives. This number will carry them from the cradle to the grave, appearing on birth certificates, accompanying them to school, into the armed services and through their careers. In many ways, it will be more important than their names, according to Talbot T. Speer, president, Baltimore Business Forms Co. The same number

Your company is judged by the office you keep...

This Cole office is designed for a busy executive . . . one who insists on the prestige of fine furniture combined with efficiency. Notice the marked individuality of the colorful, two-tone executive desk, the chairs contoured to fit your body. Note how the credenza and table blend with the decor of the office. Here, indeed, is an atmosphere of personal comfort and good taste that immediately puts clients at ease while providing an inspiring setting in which to work. This is but one example of how Cole will enrich your office with furniture of distinctive styling and lasting beauty. See for yourself why Cole is so far ahead in the office equipment field. Send for our FREE color catalog . . . today! Cole Steel Equipment Company, Inc., Dept. 47, 415 Madison Ave., New York 17, N. Y.

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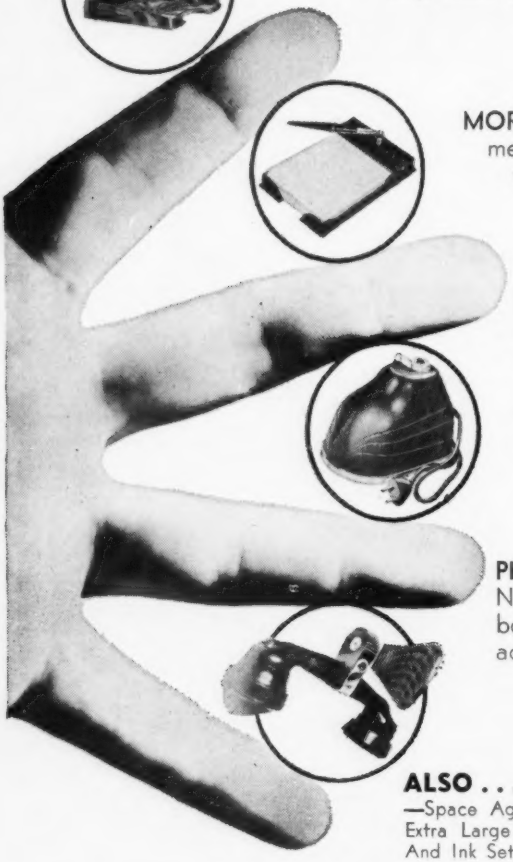
MORRIS TRAYS . . . Letter and legal size. Rear suspension gives easy access. Stacks to any height. Handsome, durable.

MORRIS MEMO HOLDERS . . . Keep memos neat and handy. With or without ball point pen attached.



MORRISHARP ELECTRIC PENCIL SHARPENER . . . Starts automatically. Stops cutting when pencil is perfectly sharpened. Medium, fine, extra fine points.

PHONE REST IN COLORS . . . Now—in telephone colors. Frees both hands. Easily attached and adjusted. Fits all phones.

ALSO . . . MORRISTAR BALL PEN DESK SET —Space Age Styling • **MORRIS ASH TRAY**— Extra Large Size • **SAFE-T-SET**—Nonspill Pen And Ink Set.

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Los Angeles, California

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will serve for Social Security, military service, charge and bank accounts, credit plans, tax filing, mail delivery and every other identification and registration purpose where records are automatically processed by machines.

Europe vs. U. S. on Computers

Europeans proceed cautiously, and perform intensive studies to insure that a computer will be profitable before ordering it. The American tendency is to assume that a computer will be worthwhile, put one on the floor, and then figure out how it can be used. The merits and drawbacks of both approaches were pointed out by Ralph E. Weindling of John Diebold & Associates at the Institute of Management Science meeting in Paris. Their more cautious approach will be less wasteful, because systems will have been completely designed prior to installation of the computer, and programs will remain valid as systems are rounded out. Our more confident approach brings the computer to areas where the immediate pay-off in clerical savings cannot be established, but where the computer can enhance the quality of business decisions, and make a much more significant contribution to profit than through mere automated accounting. Potential users were advised to adopt the virtues of both approaches.

AMA Office Seminar

Developing and applying work measurement in administrative operations will be covered in an AMA orientation seminar in New York, Nov. 9-13. Details on this and other office management workshops are available from American Management Assn., 1515 Broadway, New York 36.

Railway Systems Seminars

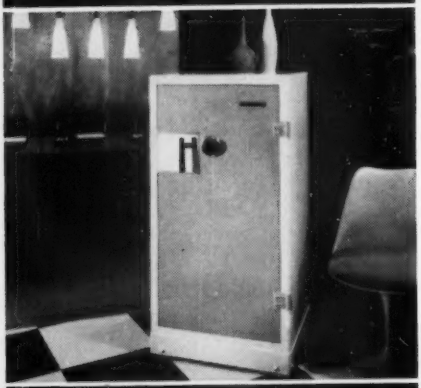
The Railway Systems & Procedures Assn. will hold the following seminars at the Morrison Hotel, Chicago: Methods Improvement & Suggestion Plans, Nov. 11-12; Forms Design & Control, Nov. 18-19.

Severance Pay Plans

About half of the U. S. manufacturers employing more than 1000 persons have a severance pay plan for employees whose service is terminated by management, the National Industrial Conference Board reports. Practices differ widely from industry to industry. Among a group of seven

Overall view of the Business Equipment Exposition, Sept. 23-25 in Washington, D. C. Over 26,000 persons visited this first business show sponsored by the Office Equipment Manufacturers Institute. Nearly all of the 37 exhibitors introduced new products behind which millions in research were apparent.

IF FIRE STRIKES
don't strike out!



Forty-three out of 100 firms losing their records in a fire never reopen. Prudent management suggests you should keep your irreplaceable records in a Meilink A label safe. There is no safer safe in the whole wide world. See your Meilink dealer or write for folder to Meilink Steel Safe Company, Toledo 6, Ohio.

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Please send me your folders on Meilink safes and Hercules insulated steel files.

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*Company*_____

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For More Information Circle No. 397

industries, estimates of the maximum proportion of the larger companies having severance pay plans range from 94% in the rubber industry, to 56% in textiles. Severance pay becomes more common as company size increases. In nearly all plans among the 259 companies which provided the board with data, the amount of severance pay is based on length of service. An employee with one year's tenure who is terminated for lack of work is likely to receive a week's severance pay. If he has five years' service, a month's pay is the median benefit; an employee with ten years' service receives eight to ten weeks' pay. For 15 years or more service one third of the plans provide a month's pay or less; another third give a week's pay or more for each year of service, and the other third fall between these extremes. Almost one fourth of the plans studied are geared to the needs of short-service employees and usually do not increase the size of the benefit for service after five years. Long-service employees are less likely to be terminated; where they are, the company handles the problem case-by-case. In most plans, however, long service receives larger benefits.

A little less than 10% take recognition of the disadvantages an older worker faces in finding employment, and are geared to the age of terminated employees. Although there is considerable variation among plans where age has a role, they provide higher benefits on the average than any other plan, and are particularly prevalent in the oil industry. Slightly more than 10% give each employee an

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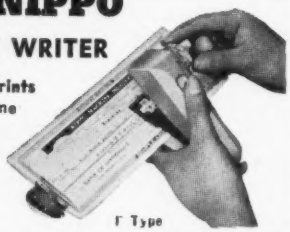
CHECK WRITER

Indelibly prints
Just the same
as a big
machine
costing up
to $500.—



F Type

NIPPO MACHINE INDUSTRY CO., LTD.
Tenjin-cho-Nishi-ku, Yokohama, Japan

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identical number of weeks' pay on termination, disregarding length of service and age.

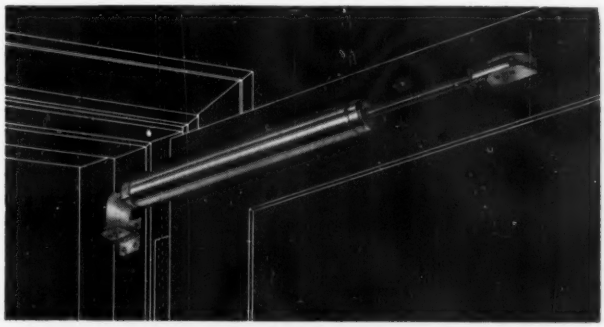
Among the 259 manufacturers, 40% provide severance pay for everyone although nearly one-third of these have separate plans for hourly and salaried employees. More than 35% have a plan only for salaried employees, while almost 25% limit benefits to hourly employees. There are marked differences in the scope of plans in various industries. For example, a high proportion of durable goods producers have plans only for salaried employees; in nondurables a high proportion have plans for everyone.

RCA Service

Establishment of a separate department of RCA Service Co. to handle installation and servicing of RCA's 501 electronic data processing equipment was announced by Donald H. Kunsman, president. Electronic Data Processing Services will operate under the direction of G. W. Pfister, vice president, commercial services. Joseph E. Steoger was named manager of field operations; Bradford K. Gesner is administrations manager; John J. Lawler is engineering manager; Bruce Aaront is manager, field support engineering; A. Lee Christen is field manager.

What Price Office Status?

Pleading for greater simplicity, efficiency and economy in office design, Robert F. Dick, president, George Fry Associates, ribbed office status seekers at a symposium titled "The Office: A Cultural Microcosm" in New York. He questioned whether costly status symbols such as large private offices, striking decorations and gadgets such as motorized draperies and hidden hi-fi's, made executives more efficient.



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MEMOGENDA is a 96-page book, wire bound in a flexible leather-like covering. The right hand pages (8½ x 11) have numbered lines, one for each item. Opposite pages are for additional memos . . . includes instructions for use, an annual reminder, 3-year calendar, and active telephone list.

Price $30 a dozen F.O.B. factory, or send $3 for sample, postpaid. Full refund if it isn't the best investment you ever made.

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Proper Marking Assn.

The Proper Marking Assn. has been formed as a non-profit organization to promote the proper marking of freight, especially addresses. Improper marking is the cause for delayed and lost shipments and, in turn, affects freight rates. Membership is open to any person connected with freight claims or handling, marking and shipping of freight. Additional information from Thomas J. Gore, secretary, Box 537, Carbondale, Ill.

How Continuous Cards Aid List Maintenance

PETER A. FRACASSA, Manager, List Division, Fisher-Stevens, Inc., Clifton, N. J.

WE MAKE MAILINGS to the medical profession exceeding a quarter-billion pieces annually. Our Addressograph department alone employs over 100 operators who process an average of a million pieces a day. We estimate that by using a new indexing method, we get out mailings at least 30% faster. This represents an important saving in a business where time is money.

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- No time wasted setting up lister attachment.
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REBUILT – machines guaranteed to LOOK and PERFORM like new.

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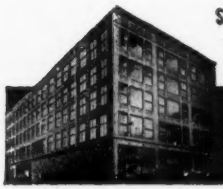

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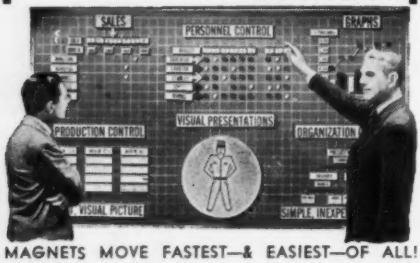
VISUAL MAGNETIC CONTROL



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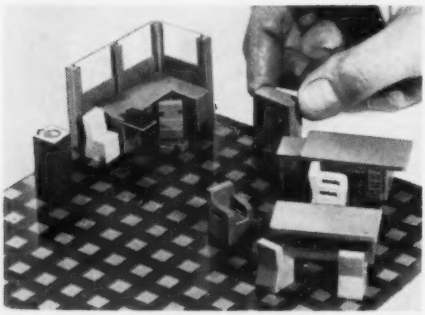
You Can Find New Office Space with 3 D Planomatic



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Planomatic sets are available in any size to meet your requirements.

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. . . As Simple as ABC to select any of your cards on file

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- TOP SELECTOR KNOB POPS UP THE CARD YOU WANT
- ATTRACTIVE
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MANUFACTURERS OF UNION-TYPE TYPEWRITER PARTS AND SPECIAL TOOLS
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rated until *after* insertion.

- No need to check cards against embossed plate.
- No fumbling in picking cards up.
- Curl from roll form locks cards securely in frames.
- Cards reduce chances of plate jams.

If the cards are used manually, this is facilitated by magnetic guides (see illustration) on the addressing machine. The cards can be pulled manually through the guides, which align them for the machine. For our very large volume of carding work, we find it convenient to use an automatic feeder (available with other accessories from the supplier of Quik-Kards). The feeder, shown here on a Model 1900 Addressograph, can be positioned to feed cards to suit the operator's convenience. An electrical rewinder may be used to take up the cards or they can be fanfolded. Cards are all standard 3½″ long but come in various widths to fit all popular styles of frames. Colored

Arlene Kanter and the author show an Addressograph with Quik-Kard feed.

IT PAYS TO

CHECK ON THE MOTOR

WHEN BUYING BUSINESS MACHINES

Experienced buyers recognize the importance of the *motor* in obtaining quiet, dependable business machine operation. This accounts for the increasing preference for office appliances driven by special application Lamb® motors ...known for long life and trouble-free performance.

THE LAMB ELECTRIC COMPANY • Kent, Ohio
A Division of American Machine and Metals, Inc.
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Lamb Electric
SPECIAL APPLICATION
FRACTIONAL HORSEPOWER
MOTORS

For More Information Circle No. 396

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THE GREATEST Photo-Copier OF THEM ALL!

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. . . NOTHING TO SPILL.
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CAPACITY TO LEGAL SIZE.
PORTABLE—LIGHT WEIGHT.
SIMPLE TO OPERATE.
LOW PRICE.

Copies Everything in Sight IN SECONDS

SPEED-O-PRINT CORPORATION
1801 W. Larchmont Ave., Chicago 13, Ill.

SEE WHY SPEED-O-PRINT IS THE GREATEST PHOTO-COPIER OF THEM ALL . . .
MAIL COUPON TODAY. NO OBLIGATION

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Please send me complete information about the new Speed-O-Print Photo-Copier.
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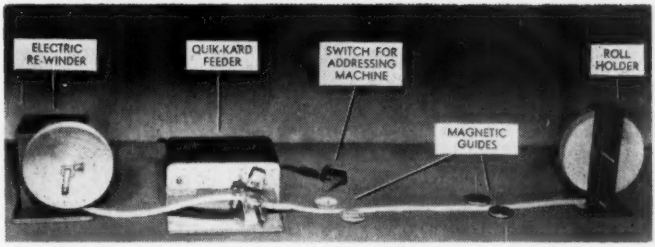
SPEED-O-PRINT DEALERS AND DISTRIBUTORS THROUGHOUT THE WORLD

For More Information Circle No. 293



Components of a Quik-Kard feed as installed on an addressing machine.

the standard buff, but cards are also available in salmon, pink, blue, green, canary, manila and white.

The feeder, incidentally, is adaptable to other applications beside that of feeding cards. It is designed to feed index cards, gummed labels, electronic mailing tapes, etc., through the addressing machine. It feeds at the full speed of the machine which, on the average, is 120 plates per minute. A switch to activate the feeder is provided for the various types of addressing machines and can be installed by anyone in a few minutes. Several machines can be equipped with a switch and feeder moved from one machine to another with a minimum of delay. We have used hundreds of thousands of Quik-Kards both with a feeder and manually over the last three years or so. Their use has speeded maintenance of our extensive address plate files by 100%.

SAUNDERS MFG. CO., INC.
MANUFACTURERS OF DURALUMINUM
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FOR HANDWRITTEN
BUSINESS FORMS
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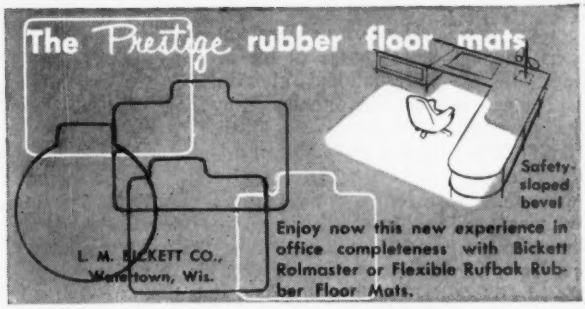

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For More Information Circle No. 177

News of the Industry

Olivetti Buys Into Underwood

Olivetti of Italy, one of Europe's leading manufactures of office machines and typewriters, acquired a substantial interest in Underwood Corp. A joint statement by Frank E. Beane, president of Underwood, and Adriano Olivetti, persident of Ing. C. Olivetti & C., S.p.A., stated that by an agreement to purchase 405,000 common shares of Underwood stock at $21.50 per share, Olivetti will acquire an important degree of ownership in Underwood Corp. The shares are authorized but unissued and will be purchased from Underwood.

Smith-Corona Appointments

Leslie C. Overlock

Leslie C. Overlock was elected vice president of marketing for Smith-Corona Marchant Inc. Emerson E. Mead, executive vice president, stated that Mr. Overlock has full responsibility for all marketing operations including sales of the domestic divisions and subsidiaries, as well as advertising, sales promotion and market research. He will report directly to the executive vice president. Mr. Overlock joined Smith-Corona Marchant this summer and was sales manager of the special products division.

Edwin J. Graf was elected vice president of Smith-Corona Marchant and will serve as vice president and general manager of the newly organized Smith-Corona Div., it was announced by Emerson E. Mead, executive vice president. George F. Burns was elected vice president and national sales manager of the division which combines the company's typewriter, adding machine and cash register operations. All three of the company's major

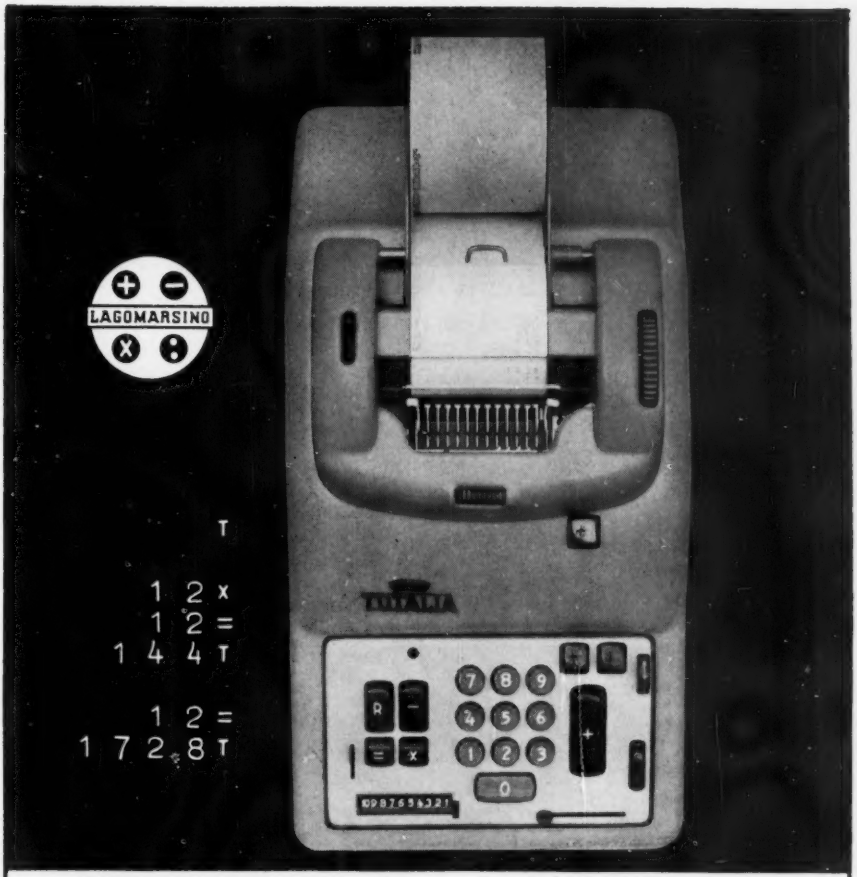
Edwin J. Graf

George F. Burns

operations, including Marchant and Kleinschmidt as well as Smith-Corona, are now divisionalized. Mr. Graf will be responsible for manufacturing, engineering, accounting and personnel activities. Mr. Burns will be responsible for the sale of Smith-Corona products.

Victor Severin

Victor Severin was elected vice president of Smith-Corona Marchant, in charge of the international division, it was announced by Emerson E. Mead, executive vice president. Mr. Severin joined Smith-Corona Marchant early in 1956 as director of the international division which, under his direction, was reorganized and expanded.



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mod. 2361

The automatic printing calculator
of advanced design produced by

LAGOMARSINO-FAI

Viale Umbria 36 - Milano (Italy)

Distributing Centers in U.S.A.:
NEW YORK - Check Writer Co., 565 Broadway **CHICAGO** - Import Office Machine Co., 159 N. Dearborn Street **LOS ANGELES** - Wholesale Business Machines, 7525 Beverly Blvd. **HOUSTON** - Adding Machines Distributing Co., 2223 Caroline St. **DALLAS** - Wholesale Office Machines Co., 2000 North Lamar St. **SAN FRANCISCO** - Northwest Lagomarsino, 639 Howard St. **LOUISVILLE** - Gunderson Office Supply Co., 126 South Fourth Ave.
CANADA distributor: Nauta Bros., 3615 Danforth Avenue, Toronto

For More Information Circle No. 257

Colonial Golden Rulesmanship:

"...and to value your smallest accounts equally as your largest!"

We are proud that the superior quality of our products has earned us the friendship of so many fine firms, and we take extra pride in meeting their special requirements with care and promptness.

We at Colonial will be happy to discuss *your* special requirements ...may we hear from you?

Specialists in the manufacture of spirit master units, spirit carbon, hand cleansers and fluids.

Colonial Carbon Company SKOKIE, ILLINOIS

Serving the wholesale trade exclusively

Heads Peerless Photo Products

S. S. Brewster Jr.

Selah S. Brewster Jr., with the company since 1939 and executive vice president and a director since 1955, was elected president and chief executive officer of Peerless Photo Products, Inc., Shoreham, N. Y. He takes over the responsibilities of George B. Crouse, one of the founders of the company in 1939 and president since 1947, who has been elected chairman of the board of directors. Mr. Crouse will devote his full attention to long-range planning for the company's continued growth.

Standard Products' President

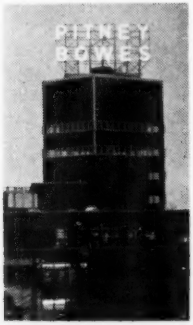
Fred R. Barning, vice president, Standard Products Corp., suppliers to the carbon and ribbon industry, manufacturers, importers and exporters, was elected president, succeeding Charles Campbell who continues as chairman of the board and chief executive. Mr. Barning announced the activation of Dynamic Process Co. to handle all research and new product development.

Gouger Heads DataGraphic

M. M. Gouger

Matthew M. Gouger, newly elected president of DataGraphic Systems, Inc., is also vice president and a member of the management committee of General Aniline & Film Corp. DataGraphic, a newcomer in the microfilm and data handling field, has increased its capitalization from $100,000 to $1,000,000 and broadened its operations from regional to international scope. Spearheading this is an agreement whereby the company—jointly owned by Douglas Aircraft and General Aniline—has acquired rights in marketing and worldwide distribution of all Ozalid microline products and Ansco's silver halide microfilm. Agreement provides DataGraphic with additional outlets and sales staffs in 35 U. S. and Canadian cities. Mr. Gouger came to General Aniline in 1949 from the Glenn L. Martin Co. where he was vice president and a director. Prior to that he held executive posts with Trans World Airlines, Pittsburgh Plate Glass Co., and United States Steel Corp.

Pitney-Bowes Completes $8.5 Million Expansion

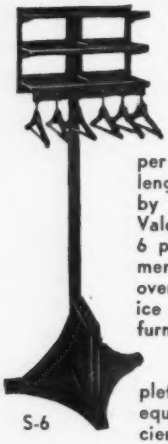


Pitney-Bowes, Inc., held open house last month to mark completion of an $8,500,000 expansion and modernization of its headquarters offices and plant in Stamford, Conn. This added 260,000 sq. ft. in a one-to-three-story building bringing the total area to 700,000 sq. ft. The new space makes possible an expansion of office and plant operations, research and development programs, and consolidation of manufacturing and storage formerly in several locations. At left is the 150-ft. tower and sign and at right is the new accounts receivable section where records of 250,000 customers in 50 states and 45 countries are maintained.

← For More Information Circle No. 230

The OFFICE-VALET

Answer the Wraps Problem in Offices and Waiting Rooms



These efficient VALET Racks keep wraps off waiting room chairs, aired, dry and in press. Hold coats spaced apart, hats, umbrellas and overshoes. Accommodate 3 persons per running foot. Come in lengths of 3 ft. 3 in. or longer by the foot. The S-6 Office Valet costumer accommodates 6 people—ends piling of garments on others. Will not tip over. Built for life-time service of heavy gauge, welded furniture steel. Smart in modern baked enamel finishes. Units form a complete system of wardrobe equipment that provides efficient wrap accommodation wherever people gather.

Write for Bulletin OV-10

VOGEL-PETERSON CO.

Rt. 83 and Madison St., Elmhurst, Ill.

For More Information Circle No. 393

DeJur-Amsco Sales Director

J. J. Kuscher

Ralph A. DeJur, president of DeJur-Amsco Corp., announced the appointment of Jack J. Kuscher as vice president and director of sales. Mr. Kuscher started in 1927 as a salesman for Pathex, Inc., where he introduced home movies. During the next 32 years he held key management posts with several important firms in the photographic industry, his last being manager for Charles Beseler Co. He is now responsible for all sales in the photographic, business equipment and industrial divisions of DeJur-Amsco.

NBFA Convention

J. J. Harris

At the annual convention in Atlantic City last month of National Business Forms Associates, John J. Harris, Harris Business Forms Co., Moline, Ill., was elected president. Mr. Harris, in conjunction with secretary - treasurer Ring, was largely responsible for the forms manual prepared for NBFA members recently. Other officers elected included:

New Full-Color Desk Folder

H-O-N presents its "Million Line" desks in a new full-color folder. See how handsomely H-O-N desks fit any office decor—and work center plan. Popular models of this exciting modular line are illustrated. Write today for your free copy.

H·O·N OFFICE EQUIPMENT

THE H-O-N CO., MUSCATINE, IOWA

For More Information Circle No. 392

Don Barr, Don Barr Associates, Mansfield, Ohio, 1st vice president; Robert E. Eberhardt, Cooley Business Forms, Inc., Rochester, N. Y., 2nd vice president; F. J. Ring, Fort Lauderdale, Fla., secretary-treasurer. Attendance exceeded 300, the program this year being especially informative and well accepted.

NSOEA Officers

W. N. Stewart

At the annual convention in Chicago of the National Stationery & Office Equipment Assn., W. Neill Stewart, Stewart, Office Supply Co., Dallas, was elected president. Mr. Stewart heads one of the best known office equipment dealerships in the state. Other officers elected were, Distributors Div., Robert Sanford, Sanford Hall Co., Jacksonville, Fla.; vice president, Manufacturers Div., Bruce Adams, Pelouze Mfg. Co., Evanston, Ill.; Field Div., Charles H. Hucke, Atlanta. Joseph C. Runnels, Commercial Office Furniture Co., Washington, D. C., is treasurer. The convention was one of the largest on record with an attendance of 14,900. Approximately 500 exhibitors also participated.

Mac Panel Sales Manager

C. C. Kohlheyer

Conrad C. Kohlheyer was appointed sales manager in charge of marketing for Mac Panel Co., High Point, N. C. Robert M. Duggins, president, stated that Mr. Kohlheyer's background and experience in data processing equipment will greatly contribute to the company's development and sales of new

DEALERS HERE'S A PROFIT OPPORTUNITY

Our Snap-Apart Forms have been a standard of quality for years. For fine printing; just right "snap - apart" action, they are unexcelled. INTERNATIONAL BUSINESS FORMS snap-aparts assure customer satisfaction.

Continuous Forms, TOO! Now — offer your customers Continuous carbon-interleaved forms — Line Hole Punched Tabulating; pasted; or stapled—up to 10 parts. In Continuous as in Snap-aparts, International means quality — at the right price.

INTERNATIONAL BUSINESS FORMS offers:
QUALITY Forms, produced on modern rotary equipment—sold only through our dealers.
COMPETITIVE Prices—liberal dealer discounts—You're "in the running" with an IBF Quote. Quantity advantage, too! Orders accepted for only 2500 sets of Snap-Aparts —NEW POLICY!
DELIVERY PROMISES you can count on. Try us on one job and see!
EASY-TO-USE PRICE LIST—Anyone can make estimates with a little practice.
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Write today for complete information on this profitable line. Try International. We are confident of our ability to satisfy the Dealer and his customer!

WRITE NEW DEALER DEPT. 1

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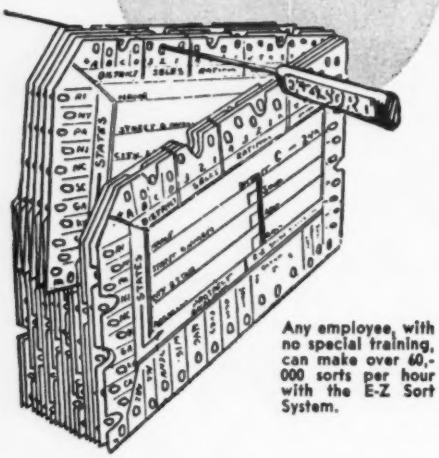
1600 E. 26th ST. • LITTLE ROCK, ARK.

E-Z SORT has the ANSWER to your PROBLEM



Any employee, with no special training, can make over 60,000 sorts per hour with the E-Z Sort System.

CONTROLS . . . SIMPLIFIES . . . EXPEDITES

No matter what records you now keep, you will widen your controls, simplify your systems and expedite whatever work your records control—by switching to the E-Z Sort System.

Let us demonstrate the advantages you can gain with E-Z Sort records, tailor-made for any of your office or plant procedures. Write today for facts.

E-Z SORT SYSTEMS, LTD.
45 Second St., Dept. 3, San Francisco 5, Calif.

Sole MANUFACTURERS of E-Z SORT Systems.
Over 50 Offices to Serve You.
For More Information Circle No. 390

products. Mac Panel Co. has over 100 representatives in the U. S. and Canada. It always ships orders the same day they are received. Mac Panel engineers originated the 402-403 self-contacting panel which has been enthusiastically received by the tabulating industry.

Wausau's New Equipment

Wausau Paper Mills Co., manufacturers of fine sulphite printing and business papers, has installed several new pieces of converting and finishing equipment at their mill in Brokaw, Wis. These include a B. F. Perkins hydraulic 60″ embossing calender, Appleton rewinder and an 85″ Seybold trimmer. Through the efficient use of this equipment, Wausau can widen their range of available finishes, roll sizes and increase their production of cut-size Wausau Impression Papers. The embossing calender can produce an endless variety of standard and fancy finishes on Wausau Everest Text, Wausau Text, Brokaw Opaque Offset and white Wausau bond. The rewinder, geared to 3,000 ft. per minute, will furnish web press users with Wausau and Exact grades of bond, index, ledger and Register bond in rolls from 4½″ to 70″ wide, up to 42″ diameter. The trimmer permits faster, more accurate trims on cut-size papers.

Super Speed's New Quarters

Super Speed Printing Machinery, Inc., has moved its entire operation to new quarters at 742 S. Sherman St., Chicago 5. Previously located in Cleveland, the company was purchased by Ira J. Lipson, former sales manager and now president. Super Speed manufactures and distributes collators, paper cornering and drilling machinery, trimming, tipping and folding units, bindery trucks, etc.

Kantor Joins Ames

Steve Kantor has joined Ames Supply Co., as vice president-dealer sales. He is nationally known in the industry having had 34 years experience in service to office machine dealers.

It just SNAPS apart

LETTEREX sets are available in all colors. A set is a high quality onion skin lightly tipped to an intense and clean carbon sheet. 500 sets to a box.

LETTEREX

1114 HALF STREET, S.W., WASH. 24, D.C.

For More Information Circle No. 431

THE

"KOH-I-BALL"

. . . the New Double-Ended Ball-Point Pencil

• **writes RED** • **writes BLUE**

another Koh-I-Noor exclusive . . . the only two-in-one ball point pencil of its kind on the market.

- ✓ ***polished brass nose-pieces***
- ✓ ***light wooden barrel***
- ✓ ***full-length red & blue ball-point inserts (easily replaced with available refills)***

Packed either 12 Koh-I-Balls on a display card or in a dozen box.

Retail price 49c

trade and quantity discounts available.

Koh-I-Noor Pencil Co.

Bloomsbury 10, New Jersey

For More Information Circle No. 433

SPECIAL OFFER!

Two Leading German Office Equipment Journals, at reduced combination rate!

"BUEROMARKT" (Office Market) general guide, semi monthly, printed in GERMAN $8.60
"DAS RATIONELLE BUERO" (The Rational Office) monthly, printed in German $10.25

combined only $14.50

These vital Trade Journals keep you up-to-date with the German—European Office Appliance market. In regard to subscriptions or advertising rates contact our American Representatives:

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VERLAG PETER BASTEN, Aachen, Germany

For More Information Circle No. 432

PAYCHECK "OUTLOOK" ENVELOPES

Eliminate Time and Expense of Addressing, also Chances of Error.

Paycheck "Outlook" Envelopes are absolutely opaque, essential when wages are paid by check. Nothing shows but the employee's name. This improves personnel relations.

Send for Samples and Prices Today

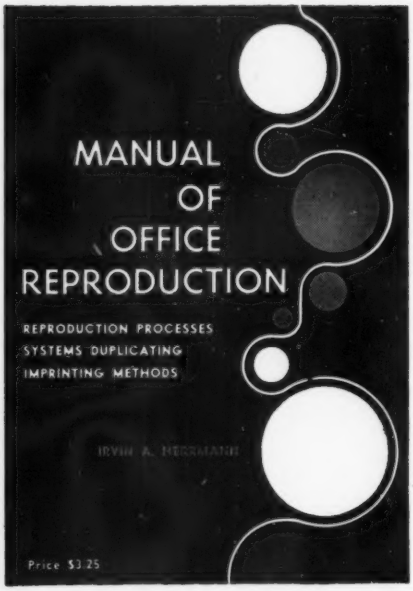
OUTLOOK ENVELOPE CO., *Est. 1902*

Originators of "Outlook" Envelopes

1001 W. Washington Blvd. Chicago 7, Illinois

For More Information Circle No. 434

THE ONLY BOOK OF ITS KIND!



Describes all office reproduction and duplicating processes. Time-saving charts show at a glance which process to use for best results in any situation. Tells how to make the most economical use of whatever duplicating machines an office may now have—how to combine the advantages of one process with those of another to save time and money. Also tells when not to use certain methods.

Includes:

CARBON PAPER,
SUBSTITUTES FOR CARBON PAPER,
GELATIN HECTOGRAPH DUPLICATING,
FLUID DUPLICATING,
STENCIL DUPLICATING,
RELIEF DUPLICATING AND PRINTING,
OFFSET DUPLICATING,
PHOTOGRAPHY (CAMERA),
CONTACT PHOTOCOPY,
CONTACT PRINTING
(TRANSLUCENT MASTER),
FACSIMILE MASTER PREPARATION,
AUTOMATIC TYPEWRITERS,
AUTOMATIC DATA PROCESSING,
COMMUNICATION TRANSMISSION,
IMPRESSION STAMPS,
ADDRESSING METHODS,
TABULATING MACHINES,
SIGNATURE MACHINES,
OTHER IMPRINTING MACHINES,
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Over 200 pages of helpful information, and illustrations (including 100 page of advertising by duplicator manufacturers, with Buyer's Guide index).

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Company .....

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City ..... *Zone* .... *State* .....

Elliott's President

The election of James D. Kingery as president and a director of Elliott Addressing Machine Co. was announced by John M. Kingsley, chairman of the board. Mr. Kingery, as chief executive officer, will make his headquarters at the general offices in Cambridge, Mass. He was formerly vice president of Bell & Howell Co., Chicago, and president of its subsidiary, Bell & Howell Phillipsburg Co., Phillipsburg, N. J.

Codo West Coast Branch

Codo Mfg. Corp., whose factory at Leetsdale, Pa., manufactures high quality carbon papers, inked ribbons and master units, has opened an office and warehouse at 4963½ Valley Blvd., Los Angeles 32. Under the direction of William Dickneider, the new warehouse provides ample stocks of the company's products for immediate shipment to west coast customers, enabling Codo to service all accounts more quickly and to take care of inquiries promptly.

TCMA Aims to Improve Service

Improved service, promotion of tab card usage, and dissemination of technical data are among the aims of the Tabulating Card Manufacturers Assn. "Tabulating cards are big business today, and getting bigger," says TCMA president Simon Gaynor. In the field of accounting, the group intends to emphasize the hazards of inflexible non-tab systems that cannot be adapted to the progress of modern accounting. The group has its headquarters at 145 East 32nd St., New York 16.

Wins Direct Mail Award

Manpower, Inc., international temporary help service firm, has received the Direct Mail Leaders award for the third straight year in the competition sponsored by the international Direct Mail Advertising Assn. James D. Scheinfeld, Manpower vice president, said that the award was

3 PHONE PROBLEMS SOLVED

1. Safeguarding privacy.
2. Quieting the office.
3. Better hearing—noisy places.

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Model for all types of phones and dictating machines.
Write for Literature.
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Write for new price lists.
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For Your Annual
TYPEWRITER ROLLER CHANGE

Insist on a "Futuristic" 5-Star Platen for Best Results
Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer

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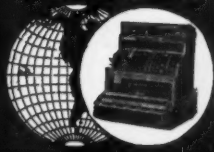
CASH REGISTER PARTS

WORLD WIDE SERVICE



HIGHEST QUALITY PRODUCTS

CASHERE CORPORATION
Successor to International Cash Register & Parts Co.
207 E. Evergreen Ave., Mt. Prospect, Ill.

For More Information Circle No. 389

EVER-SAFE Storage Chest and Posting Trays—One Complete Unit

Certified Fire Protection 1700°F. 1 Hour

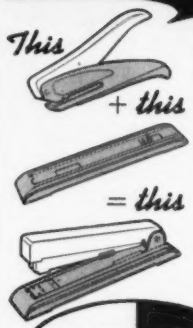
1300 Package Consists of:

1 No. 1313 FIREPROOF CHEST with 1⅝" U.L. Approved Insulation.
2 No. 5585 POSTING TRAYS for sheet size 5½" wide x 8½" high. Capacity 2000 Sheets per tray.
2 Sets 25 DIVISION CELLULOID TABBED INDEX

Write for complete information.
EVERSAFE CO., INC.
Division Schwab Safe Co., Inc.
Lafayette, Indiana

For More Information Circle No. 241

New BAMi "CONVERTIBLE" Does All Your Stapling Jobs



Just Like Getting 2 Staplers for the Price of 1!

New BAMi "Convertible" gives double duty . . . switches instantly from desk to hand use! Complete with streamlined hand plier attachment, rubber-footed desk base, 5000 BAMi Staples, in attractive box. If your office supply dealer doesn't have this outstanding value yet, you may order direct.

$12.95 value for *only* $6.95

DEALERS: Write for full details and liberal discounts.

BANKERS & MERCHANTS, INC.
4410 N. Ravenswood Ave. • Chicago 40, Ill.

For More Information Circle No. 242

Smith's OPNWINDO® Metal Tabs solve filing problems at LOW COST!

Adjustable OPNWINDO® metal tabs make it easy, economical to expand or revise your present filing system; start a new system; or convert to shelf filing. Available in 1 and 2 inch widths, the tabs are complete with clear or colored plastic label covers.

If not available from your dealer, write to

CHARLES C. SMITH, INC.
EXETER, NEBRASKA

For more than 60 years, a complete line of time-saving signals and indexes

For More Information Circle No. 243

PLAIN-VU
INSTANT SELF-LAMINATING

PLASTIC SHEETS

PERMANENTLY PRESERVE AND PROTECT
- IMPORTANT PAPERS
- ADVERTISING MATERIALS • SIGNS
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WITHOUT NEED FOR MACHINES, CHEMICALS OR HEAT

You can actually imbed any flat object of any paper, board or fibre composition in clear, flexible plastic for permanent protection against moisture, wear and grime. Protect, preserve and beautify for a lifetime. Available in a wide range of sizes. Write for free brochure.

PLAIN-VU, THE CARR CORP., Dept. A-11
3407 Prospect Avenue • Cleveland 15, Ohio

For More Information Circle No. 244

New 35,000 sq. ft. plant of Lithoplate, Inc., Harris-Intertype subsidiary, in Covina, Calif. According to Elmer F. Deal, president, it will double the area of their El-Monte factory for Alum-O-Lith presensitized plates.

made for Manpower's direct mail campaigns conducted during the year ended Aug. 1.

Shaw Systems, Inc.

New ownership and a change in name for Shaw's Inc., Philadelphia business forms printers, were announced by retiring owner Thomas M. Shaw. New owners are Fred E. Rudman and M. W. Rihn, both formerly associated with Todd Co., Philadelphia. They will operate the business under the name Shaw Systems, Inc. at 2300 W. Allegheny Ave.

Wolber Southeast Manager

Wolber Duplicator & Supply Co., Chicago, named Edward Barley their southeastern dealer manager succeeding E. Mulvaney. Mr. Barley's address is 1625 Parkside Drive, Clearwater, Fla.

Rest-A-Phone Moves

Rest-A-Phone Co., formerly in Dallas, Texas, has moved its factory and general offices to 626 East Burnside St., Portland 14, Ore. Lyle H. Van Dyke is Rest-A-Phone president.

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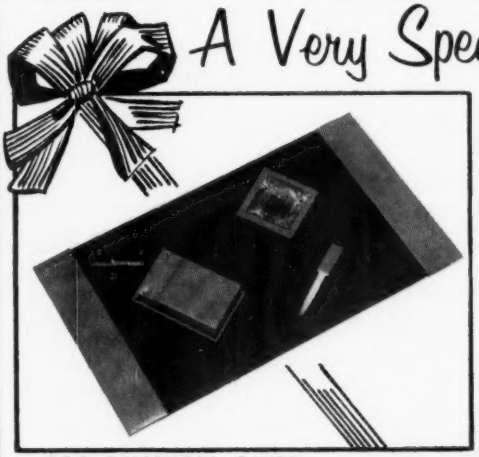

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National Conference & Exhibit Calendar

Eastern Joint Computer Conference, Statler Hilton Hotel, Boston, Dec. 1-3.

Society of Reproduction Engineers, Hilton Statler Hotel, New York, Dec. 3-5.

National Business Teachers Assn., Sheraton-Cleveland Hotel, Dec. 28-30.

National Office Furniture Assn., Chalfonte-Haddon Hall, Atlantic City, March 11-13.

Southern California Business Show, Ambassador Hotel, Los Angeles, March 29-April 1.

Western Joint Computer Conference, San Francisco, May 3-5.

Insurance Accounting & Statistical Assn., Sherman Hotel, Chicago, May 15-18.

National Office Management Assn., Montreal, Canada, May 22-26.

Federal Government Accountants Assn., Statler-Hilton Hotel, New York, May 23-24.

Institute of Internal Auditors, Schroeder Hotel, Milwaukee, June 12-15.

National Assn. of Accountants, Roosevelt Hotel, New Orleans, June 19-22.

National Machine Accountants Assn., San Francisco, June 22-24.

National Office Machine Dealers Assn., Coronado, Calif., July 10-13.

National Business Forms Associates, French Lick-Sheraton Hotel, French Lick Springs, Ind., Sept. 11-15.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 24-28.

American Institute of Certified Public Accountants, Bellevue-Stratford & Sheridan Hotels, Philadelphia, Sept. 25-28.

Life Office Management Assn., Royal York Hotel, Toronto, Canada, Sept. 26-28.

National Assn. for Bank Audit, Control & Operation, Statler Hotel, Los Angeles, Oct. 10-12.

Systems & Procedures Assn. of America, Commodore, New York, Oct. 10-14.

National Business Show, Coliseum, New York, Oct. 17-24.

Controllers Institute of America, Fairmont Hotel, San Francisco, Oct. 22-26.

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As We See It...

The past decade has seen the growth of the many ramifications of the electronics industry to a point where it is next to impossible to conceive of the office or plant where this is not manifest. Electronic automation has become a part of our way of life. Not so widely recognized is the increasingly important role played by the electronics serviceman. From offices and homes across the country to the rocket sites of the Department of Defense, electronics service operators will do business aggregating more than 12 billion dollars this year. A growing percentage of this total will stem from the servicing and maintenance of the automatic systems and electronic equipment used directly or indirectly by the nation's offices.

Electronics servicemen have become so vital to the industrial health of America and to the smooth-running of its offices, that many of the larger and medium-sized manufacturers of computers, business machines and other electronic equipment today maintain service departments utilizing thousands of such technicians. Just as the independent TV serviceman takes an increasingly large cut of the homemaker's budget, so the electronics technician and serviceman will take a larger cut of the office budget.

Many of the larger electronics firms are having to take a second look at their service setups. Technical advances are making it necessary to send their service technicians back to school. For instance, while most servicemen are familiar with equipment using vacuum tubes, many are not as competent to deal with the transistor that is everywhere replacing these tubes. Forward thinking manufacturers have already taken the educational steps necessary to remedy this deficiency, and are anticipating the day, probably only a few years ahead, when the nation's electronics repair business will exceed 25 billion dollars annually.

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